



# WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque  
DISTRICT I Henry Fox DISTRICT II Eugene Sommers DISTRICT III Laura Lee Erickson

## White Earth Reservation Tribal Council Job Announcement

Position: THPO - Tribal Historic Preservation Officer  
Location: White Earth  
Pay: \$26.23/DOQ

Benefits: Full

Open: 08-25-25  
Close: Until Filled  
Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for identifying, protecting, preserving and managing cultural and historic resources. The Tribal Historic Preservation Officer (THPO) shall be the primary and official point of contact in all matters relating to cultural/historic resources, archives and the repatriation of patrimony to the White Earth Band of the Minnesota Chippewa Tribe. The Tribal Historic Preservation Office, which is to locate, protect and preserve White Earth cultural resources so that knowledge, history and traditions are accessible to the White Earth people and passed down for generations to come.

### Position Outcomes:

- Assist in administering and upholding the various statutory and regulatory provisions, laws, regulations, standards and guidelines governing the Tribal, Federal archeological and historic preservation programs including specific knowledge of and skill in the preparation of Section 106 documents.
- Compliance of Federal historic preservation, environmental laws and regulations (Including NAGPRA).
- Implements Tribal, Federal departmental guidelines used to prepare environmental documents (e.g., Environmental Assessments, Impact Statements, Findings and Notice of Availability).

### Section 106

- Compliance with Tribal and Federal historic preservation and environmental laws and regulations.
- Manage various statutory and regulatory provisions, laws, regulations, standards and guidelines governing the Tribe, state, and federal archaeological and historic preservation programs.
- Maintains MOU, MOA and other programmatic agreements and develops such agreements when needed.
- Continues to locate, map out and create buffer zones around significant cultural and traditional resource areas.
- Record the exact location(s) and condition(s) of artifacts uncovered in digging or surveys, using field notebooks, Avenza maps and photographs as necessary and then rebury those artifacts in the same location (or as close to the same location as possible).
- In cooperation with Federal and State agencies, local governments, and private organizations and individuals, direct and conduct a comprehensive survey of historic properties on tribal land and maintain inventories of such properties.
- Assist with identification and nomination of eligible properties to the National Register
- Prepare and implement a comprehensive Tribal historic preservation plan
- Administer the Tribal program of Federal assistance for historic preservation within tribal lands
- Advise and assist, as appropriate, Federal and State agencies and local governments in carrying out their historic preservation responsibilities
- Cooperate with the Secretary [of the Interior], the Advisory Council on Historic Preservation, other Federal and State agencies, local governments, and private organizations and individuals to ensure that historic properties are taken into consideration at all levels of planning and development
- Provide public information, education, training, and technical assistance in historic preservation.
- Cooperate with local governments in the development of local historic preservation programs and assist local governments in becoming certified pursuant to 54 USC Chapter 3025
- Consult with appropriate Federal agencies in accordance with this section on:
  - Federal undertakings that may affect historic property; and
  - the content and sufficiency of any plans developed to protect, manage, or reduce or mitigate harm to that property; and
- Advise and assist in the evaluation of proposals for rehabilitation projects that may qualify for Federal assistance.

### Clean, restore, and preserve artifacts.

- Collect artifacts made of stone, bone, metal, and other materials, placing them in bags and marking them to show where they were found from various sites within the reservation.
- Describe artifacts physical properties or attributes, such as materials from which artifacts are made, their size, shape, function, and decoration.

- Record the exact locations and conditions of artifacts uncovered in diggings or surveys, using drawing and photographs as necessary.
- Proactively seeks out items for repatriation or archival documents for return to the Tribe using differing methods to achieve program goals.
- Consult site reports, existing artifacts and topographic maps to identify archaeological sites.
- Work with Indigenous communities and Tribal governments and direct knowledge of the White Earth Nation.
- Consultation and willingness to communicate well and listen effectively to those in various community, state and federal government positions with different opinions and commitment to finding solutions.
- Consulting with community members, departments of tribal nations around issues such as boarding schools healing, historical trauma, preservation and goal setting.
- Commitment to remaining professional, respectful and discreet with sensitive items and information required.

**Performs other duties and responsibilities as required or assigned.**

**Knowledge, Skills & Abilities:**

- Knowledge of the demographics and geography of the White Earth Reservation.
- Knowledge of historical events, culture and traditions of the White Earth Reservation and surrounding geographic area.
- Knowledge and demonstrated work experience working with Tribal Councils and understanding of Section 106; the Archaeological Resources Protection Act; National Historic Preservation Act; and the Native American Graves Protection and Repatriation Act.
- Knowledge of White Earth history, cultural traditions, mapping, repatriation and working with Indigenous communities.
- Knowledge and experience working in and around burials, sacred sites and periodically handling and caring for human remains and/or sacred items in a museum or other settings including reburial.
- Knowledge and experience with respectful and non-destructive cultural resources, fieldwork and monitoring techniques including geo-physics and traditional knowledge assessment.
- Knowledge and experience with formal consultation regarding NAGPRA, NMAI and Section 106.
- Knowledge and experience using Shared Stewardship and Future Acquisitions Agreements with museums and archives.
- Maintains knowledge of all federal, state and tribal regulations relating to cultural resource management and repatriation.
- Knowledge of how to create ethical collections care and management experience.
- Knowledge of Ojibwe customs, culture, language and traditions.
- Skilled in grants identification, application, and management skills.
- Skill and experience (and willingness to continue developing skills/geo-physics) with identifying sensitive cultural and natural resource areas important to the people of White Earth and experience with respectful cultural resources fieldwork and monitoring using non-destructive survey methods including ground penetrating radar or drones with corresponding software.
- Ability to work independently, cooperatively and with diverse groups (including other Tribes, THPOs, Federal and State Agencies) toward meaningful consultation, possibly reconciliation and achieving goals.
- Ability to demonstrate commitment to remaining professional, respectful and discreet with sensitive items and information.
- Ability to research, read cursive, have a comfort level assessing historical documents and draft repatriation claim letters for the Federal Register.
- Ability to advocate for the people, natural resources and cultural resources of the White Earth Reservation and surrounding Treaty areas.
- Ability to seek out archival documents and cultural, NAGPRA-sensitive items located at museums and work toward the goal of their return or proper care.
- Ability to build and maintain relationships (with other Tribes, local government, state government, federal governments including the National Park Service, National NAGPRA Program, Secretary of the Interior, the Advisory Council on Historic Preservation and State Historic Preservation Officer).
- Ability to multi-task.
- Ability to maintain and add to the White Earth digital archives (run with Mukurtu software).
- Ability to curate temporary and permanent exhibitions.
- Ability to recognize cultural items in need of conservation or repairs and take appropriate steps toward addressing the needs of each item including contamination issues.
- Ability to perform quality work under pressure and maintain confidentiality.
- Ability to recognize when to consult with additional knowledge keepers, experts or departments.
- Working knowledge and ability to evaluate the authenticity, origin and sensitivity of each item and seek appropriate cultural/spiritual care when needed.
- Ability to locate White Earth items slated for auction and work to recover those items with little notice.

**Qualifications:**

- BS in Geography, History, Anthropology, Archeology, required, MA or MS in related subjects preferred and/or equivalent combination of at least 3-5 years education and practical work experience related to cultural history, museum or preservation efforts. To Consider ten (10) or more years or directly related cultural resource

management/historic preservation work experience.

- Strong computer skills and willingness to learn specific programs including Mukurtu database experience, Microsoft Office programs, Avenza Maps and GIS.
- Experience using Shared Stewardship Agreements and Future Acquisitions Agreements.
- Demonstrated experience and understanding of the Archaeological Resources Protection Act, National Environmental Policy Act, National Historic Preservation Act, NMAI Act, the Native American Graves Protection and Repatriation Act, the American Indian Religious Freedom Act and the Section 106 process.
- Responsible budget management experience.
- Valid driver's license and insurance for travel between sites and other business-related destinations.
- Must be able to pass a criminal background check and drug screening.

Send applications to: White Earth Tribal Council

Attn: Personnel

P.O. Box 418

White Earth, MN 56591

Download Applications: [www.whiteearth.com](http://www.whiteearth.com)

*EEO with Native American Preference*

*A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.*

*Background Checks performed*

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