



White Earth Reservation Tribal Council

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CHAIRWOMAN
Erma J. Vizenor

SECRETARY-TREASURER
Robert Durant

DISTRICT I
Irene Auginaush

DISTRICT II
Terrance Tibbetts

DISTRICT III
Kenneth Bevins

White Earth Reservation Tribal Council Job Announcement

Position: Constitutional Reform Project Manager

Open: 02-04-13

Location: White Earth

Close: 02-08-13

Pay: Neg/DOQ

Benefits: Full

Status: Full time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for the effective management of the White Earth Constitutional Reform Project including organizing and overseeing a referendum vote to adopt a new constitution for the White Earth Nation.

- Oversees all aspects of the constitutional reform project to ensure project objectives are met and scope of work is completed.
- Coordinates between federal agencies and the Minnesota Chippewa Tribe to formulate the separation process/procedures for the White Earth Nation.
- Manages project budget in accordance to established policies and procedures of the White Earth Tribal Council.

Knowledge, Skills and Abilities Required:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources.
- Knowledge of local, federal and tribal law, legal codes, court procedures, precedents, government regulations, executive orders and agency rules.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.
- Ability to write reports, business correspondence and/or procedure manuals.
- Skilled in reading various pieces of literature, including legal documents and governmental publications, and translating the information for project use.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain effective inter- and intra- agency working relationships.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, and volume.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Skilled in the operation of office equipment, including: copiers, fax machines, and/or calculator.

Qualifications Required:

- **Juris Doctor with prior study and/or practice in the field of Indian Law or a Ph.D. in Political Science, American Indian Studies, or related field.**
- **Must have five (5) years' experience, ten years preferred.**
- **Valid MN Driver's License and insurance for travel between sites and other related businesses.**
- **Must be able to pass a criminal background check and drug screening.**

Mail Applications to:

White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at:

www.whiteearth.com

EEO with Native Preference A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment