



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **Workforce Development Specialist (1 FT – Commerce Department)**

Summary: This position is responsible for the development of the LRB Tribal Preference workforce through the training and evaluation of eligible applicants. The incumbent strives to place preference applicants into regular employment and work experience opportunities, partnering with the tribal entities and outside employment services and agencies.

Employment Qualifications- Minimum Necessary Qualifications:

A qualified candidate offers:

- High School Diploma or GED; and
- A work experience of two (2) or more years in job placement, development, training or previous program management; and
- Technical skills of an intermediate user of MS Office software, computers, and office equipment; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy.

Indian Preference applies in accordance with Ordinance #15-600-02

Pay Grade: NE3 **Hiring Range:** \$16.22 - \$18.10 – **Commensurate with Verified Qualifications**

Status: Exempt; Bi-Weekly pay

Background Check: Extensive

Application Instructions: **Incomplete submissions will not be considered.**

Obtain an application form fillable online – www.lrboi-nsn.gov (under “Employment” heading) and a copy of the position description by contacting Human Resources at:

LRBOI HR Department, 2608 Government Center Dr, Manistee, MI 49660

phone: (231) 398-6859; Email: aliciagoff@lrboi-nsn.gov.

To apply please submit completed LRBOI application, cover letter, any/all licensure(s) and/or certifications required/relevant for position, front/back of driver's license, front/back of Tribal ID (if applicable) and resume to:

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660

Fax: (231)331-1233; Email: apply@lrboi-nsn.gov

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

Posted: 03/26/2024

Remove: Until Filled