



WHITE EARTH TRIBAL & COMMUNITY COLLEGE

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Center Coordinator – Center for Environmental Research and Innovation (CERI)

About This Role

The Center Coordinator is the person who helps keep CERI connected, organized, and moving forward. This role brings together the people, projects, and partnerships that make the Center for Environmental Research and Innovation possible. From coordinating research and entrepreneurship activities to supporting community events, visiting fellows, faculty, and external partners, you'll help turn ideas into organized and meaningful work.

In This Role, You Will:

- Manage the daily operations of CERI
- Serve as a welcoming point of contact for visitors, community partners, and external collaborators.
- Coordinate meetings, schedules, communications, travel, and events.
- Maintain project records, databases, reports, and other documentation.
- Support grant administration, reporting, and compliance.
- Help Coordinate the annual White Earth Sustainability Summit, workshops, training, & community outreach.
- Provide administrative support to faculty researchers and entrepreneurship fellows.
- Support visiting faculty, fellows, and interns.
- Assist with activities of the CERI STEM Business Incubator and maintain communication with business mentors and industry partners.
- Support data management, promotional, materials, and annual reporting.

What You'll Bring:

We are looking for someone who is organized, dependable, collaborative, and comfortable keeping multiple projects moving at once. The ideal candidate enjoys working with a variety of people and can communicate professionally while creating a welcoming experience for students, community members, partners, and colleagues.

Required Qualifications;

- Associate's degree
- Experience coordinating meetings, events, maintaining records, and preparing reports.
- Experience in administrative support, office management, or program coordination,
- Strong organizational and project management skills.
- Excellent written, verbal, and interpersonal communication skills
- Proficiency with Microsoft Office applications,
- Ability to manage multiple priorities and work effectively with minimal supervision.
- Knowledge of environmental research and education practices.
- Ability to work independently as well as collaboratively with diverse groups.
- Commitment to the mission and vision of WETCC and respect for Indigenous cultures, communities, and knowledge systems.

Bonus Qualifications:

- Bachelor's degree in a related field.
- Experience working in higher education, research programs, nonprofit organizations, tribal organizations, or grant-funded initiatives.
- Familiarity with the White Earth Reservation community and Indigenous knowledge systems.
- Knowledge of environmental science, sustainability, energy systems, food systems, workforce development, or entrepreneurship programs.
- Experience with project management, grant administration, or community engagement activities.
- Experience managing databases, tracking performance metrics, or supporting evaluation activities.

What Makes You a Great Fit?

You are the person who can look at a lot of moving pieces and figures out what needs to happen next. You are organized, dependable, comfortable working with different people, and able to keep projects on track without needing someone to tell you every step.

You might be a great fit if you:

- Enjoy bringing people, schedules, projects, and details together.
- Can confidently juggle competing priorities while keeping the important things moving.
- Communicate clearly and build positive relationships with a wide range of people.
- Are comfortable coordinating events, meetings, travel, records, and project details.
- Take initiative and are comfortable working independently and collaboratively.
- Enjoy learning about research, environmental work, entrepreneurship, and innovation.
- Value community connection and understand the importance of working respectfully with tribal and community partners.
- Want to contribute to a growing Center while supporting WETCC's mission and Anishinaabe centered approach.

Starting Salary: \$26.44/hour

Position Type: Full-time, 12 month position.

Hours of work: Monday – Friday 8:00am – 4:30pm, occasional evening and weekends may be required.

Location: White Earth Tribal and Community College, Mahnomen, Minnesota

Why Join WETCC?

At White Earth Tribal and Community College, you'll find more than a career; you'll find a community committed to education, culture, and service.

We believe that professional and cultural growth go hand in hand. Whether you're familiar with Anishinaabe culture or beginning your learning journey, WETCC offers opportunities to deepen your cultural understanding through campus events, ceremonies, feasts, and community engagement. We value lifelong learning and encourage employees to grow both professionally and personally while contributing to a supportive and collaborative workplace.

As a member of our team, you'll also enjoy:

- A comprehensive benefits package, including medical, dental, and vision insurance
- Employer paid life and disability insurance
- Health Savings Account (HSA) with employer contributions
- Traditional and Roth 401(k) with up to a 5% employer match
- Generous paid time off, including annual and sick leave
- Professional development and continuing education opportunities
- A collaborative, mission-driven workplace that values respect, inclusion, and service

- Nineteen (19) paid holiday's off.

Who We Are

White Earth Tribal and Community College is a tribally controlled college dedicated to providing accessible, high-quality education while honoring Anishinaabe culture, language, and traditions. Since 1998, WETCC has served the White Earth Reservation and surrounding communities by empowering students through higher education, workforce development, and lifelong learning opportunities.

Our mission and vision are rooted in community, culture preservation, and student success. We believe education transforms lives, strengthens families, and builds stronger communities.

For more information, please visit our website: www.wetcc.edu

Equal Employment Opportunity Employer

The White Earth Tribal & Community College in accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.