



WHITE EARTH TRIBAL & COMMUNITY COLLEGE

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Head Start Pathways Program Coordinator

Position Information

This position manages and coordinates the Head Start Pathways Program grant. This position is under the supervision of the provost. This is a grant-funded position.

Duties & Responsibilities

Head Start Pathways Program (HSPP) is a five-year, grant-funded program that supports students who want to work in an early childhood education setting. Students in the program pursue an associate's degree at WETCC and a bachelor's degree at the University of Minnesota-Crookston (UMN-C) or another higher education institution with which we form a partnership.

- Manage and monitor HSPP programs and operations.
- Lead the HSPP working group to ensure program success.
- Manage grant budget and expenditures
- Build and maintain positive working relationships with partner institutions to meet program goals.
- Collect data, write reports, conduct assessments, and analyze results.
- Plan, organize, and facilitate HSPP activities
- Develop and implement student success plans and programs.
- Supervise, direct, and evaluate HSPP staff.
- Abide by grant responsibilities and requirements.
- Other duties as assigned.

Work Schedule: Monday-Friday, 8:00-4:30. Evening and weekends are sometimes required. This position is on-site at the WETCC campus in Mahanomen, Minnesota. Some travel is required.

Advertised Salary: \$26.50. This is a 12-month position.

Minimum Qualifications

To perform this job successfully, an individual must be able to perform the essential duties and responsibilities listed above. The qualifications listed below represent the required education, experience, knowledge, skills, and abilities.

- A bachelor's degree in education, social work, business administration, early childhood education, or related field

- Two years of progressively responsible experience in program coordination, grant administration, early childhood education, or related field
- Experience developing and maintaining collaborative relations with community organizations, educational partners, or stakeholders
- Experience collecting, analyzing, and reporting program data.
- Experience managing program or grant budgets and expenditures

Preferred Qualifications

- Experience managing federal, state, or tribal grant-funded programs
- Experience in Higher Education
- Experience supervising staff
- Experience working with Head Start or other early childhood education programs
- Experience working with diverse or underrepresented student populations
- Experience working with Tribal Colleges and Universities (TCUs) or Native American communities

Knowledge, Skills, and Abilities

- Knowledge of program coordination and administration principles
- Knowledge of culturally responsive practices in program administration and community engagement
- Strong organization and project management skills
- Excellent writing and verbal communication skills
- Proficiency in Microsoft Office Suite and database management systems
- Ability to manage multiple priorities and meet deadlines.
- Ability to maintain confidentiality and exercise professional judgement
- Ability to build and maintain positive working relationships

Certificates, Licenses, and Registrations

- Valid driver's license and insurance to travel as needed.

Applicant Materials Required: Cover letter, resume, three professional references, completed WETCC application, and background check consent form. The application and consent form can be found at www.wetcc.edu.

Benefits

WETCC offers a comprehensive benefits package for full-time employees, including company-paid life and disability. Other benefits include health, dental, HSA with company match, additional life insurance, accident, critical illness, hospital indemnity, vision, Legal & ID Shield, and medical and dependent care FSA.

Traditional or Roth 401k with a company match up to 5%, fully vested from day one, the effective date for 401k is the first of the month following 90 days of employment, for full and part-time employees.

WETCC offers annual leave and sick leave, which both start from the date of hire.

WETCC values balance: 19 paid days off per year.

About WETCC

Established as a not-for-profit tribally controlled educational institution of higher learning, the first Charter was approved on February 5, 1998, "...to provide adult education and post-secondary educational services to enrolled members of the White Earth Reservation and to other eligible Indians and non-Indian residents of the area..."

Initial Candidacy for Accreditation by The Higher Learning Commission was granted on October 14, 2004, with full accreditation granted on October 8, 2008.

Purpose Statements

- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.
- The college will seek to address the social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
- The college will promote a philosophy based on the seven teachings of the Anishinaabe.

Mission - White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.

Vision - *Gaa-miinigoowizid Anishinaabe Gibimiwidoomin niigaanakeyaa* – "We all are carrying into the future the way the Anishinaabeg was gifted."

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.