Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

TRIBAL ENROLLMENT COORDINATOR

Position Description

Opens: November 18, 2026 Closes: December 1, 2026			
Department:	Human Resources	**Reports to (title):**	Human Resources Director
Job Code:	N-11	**Job Location:**	Bois Forte Tribal Government
Pay Range:	Min: $19.11 Mid: $23.89 Max: $28.67	**Supervises:**	None
Hours/week:	40	**Classification:**	Non-Exempt
Type of Position:	Full-Time	**Effective Date:**	11/02/2026
Indian Child Protection Background:	Yes	**Revised Date:**	11/02/2026

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Tribal Enrollment Coordinator provides administrative support to Bois Forte Band Members and the Bois Forte Tribal Government in all areas of Tribal Enrollment and Human Resources.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Maintain the enrollment records and database for all Bois Forte Tribal members.
2. Accept incoming applications for tribal membership and determine eligibility of each application.
3. Prepare resolutions for regular RTC meetings, and Tribal membership and enrollment reports as required.
4. Prepare information packets regarding enrollment decisions to the Minnesota Chippewa Tribe.
5. Assist tribal officials and members in verifying information required for Tribal benefits and services, to include: education assistance, Social Security or other federal assistance, Indian Preference employment and benefits available to enrolled members of the Bois Forte Band of Chippewa.
6. Provide information and assistance regarding degree of Indian blood, proof of age, Tribal Enrollment and other matters relating to Tribal membership and enrollment.
7. Prepare background information and supporting documents for appeal decisions regarding Tribal Enrollment and blood degree challenges.
8. Collect, catalog, and organize historical data and records to serve as a basis for reference in the process of roll making.
9. Facilitate the release of individual trust accounts.
10. Accept and process Burial Fund Applications including check requests, purchase orders, and invoices.
11. Maintain the Tribal Identification Card system, supplies, database, and records.

12. Travel to and provide Tribal ID services to band members at annual pow-wows in Nett Lake and Vermilion, State of the Band, and urban office picnics. Travel to and provide Tribal enrollment and identification services at other gatherings as requested.
13. Implement the tribes By-laws, Membership ordinance, and resolutions.
14. Perform all other duties as assigned which relate to this position which pertains to the maintenance of the data system for the tribal rolls.
15. Attend Quarterly Enrollment Review Committee meetings at Minnesota Chippewa Tribe.
16. Maintain the log of state park passes and distributes to Band Members upon request.
17. Provide Administrative support to Human Resources staff and assist in recruiting, interviewing, and hiring Bois Forte personnel; ensure all hiring processes are effective and legally compliant as needed.
18. Organize and maintain files, records, manuals, policies and procedures, and other documents.
19. Utilize types of software (spreadsheets, graphics, etc.) to process and produce documents, which require complex formats in support of the office functions.
20. Assist Human Resources Director and Human Resources staff to meet objectives and obligations of the department necessary to maintain and improve the level or quality of service provided by the department and organization.
21. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
22. Perform other duties as assigned, specific to the assigned department.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	• One to three years' experience in office administration or tribal enrollment.
Education:	• High school diploma or GED.
License/Certification:	• None.
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	• Good working knowledge of Minnesota Chippewa Tribe Revised Constitution and By-laws, Section II Membership and Bois Forte Reservation policy as it pertains to Tribal Enrollment. • Ability to use electronic database system and facilitate transfer and maintenance of electronic information. • Ability to make sound independent judgments on potentially sensitive, personal issues. • Good working relationships with the general public and Indian leadership. • Ability and willingness to strictly adhere to Freedom of Information and Privacy Act. • Must be able to type with minimal errors. • Ability to communicate effectively orally and in writing. • Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available training and help desk. • Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files. • Ability to perform other duties as assigned. • A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- None

WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the

	noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
Mental demands:	There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com/employment to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov . Applications received after the closing date will not be accepted.