



# The Minnesota Chippewa Tribe

## JOB ANNOUNCEMENT

**Title:** Tribal Homeownership and Construction Advisor  
**Location:** Cass Lake, MN  
**Status:** Regular Full Time (40 hours/week)  
**Pay:** \$25.79 - \$38.96/hour (DOQ), full fringe benefits  
**Deadline:** **Open Until Filled**

### Overview:

The Tribal Home Construction Advisor (formerly the Construction Specialist) plays a pivotal role in guiding homeowners through the complex process of purchasing and building homes and developing land. This position requires expertise in construction management, coupled with proficiency in computer applications and web-based programs. The advisor will collaborate with homeowners, contractors, architects, and other stakeholders to ensure compliance with regulations, safety standards, and quality assurance measures.

### Responsibilities:

- Lead and oversee all phases of home construction projects for Finance Corporation clients, from initial planning to final inspection.
- Provide comprehensive and personalized guidance and support to homeowners throughout the home buying and building process.
- Utilize computer skills and web programs to streamline communication, document management, and project coordination including coordinating assessments, land surveys, and home inspections.
- Ensure adherence to the Minnesota State Building Code and other relevant regulations to guarantee construction compliance and safety.
- Assist homeowners with understanding and navigating tribal land lease agreements and individual trust property procedures.
- Familiar with cost estimation to optimize home construction project budgets.
- Collaborate closely with contractors, architects, vendors, land managers, and insurance adjusters to facilitate smooth project execution.
- Employ effective interviewing, counseling, and negotiation techniques to address homeowner concerns and resolve issues promptly.

Administration  
218-335-8581  
Toll Free: 888-322-7688  
Fax: 218-335-8496  
Home Loan  
218-335-8582  
Fax: 218-335-6925  
Economic Development  
218-335-8583  
Fax: 218-335-8496  
Education  
218-335-8584  
Fax: 218-335-2029  
Human Services  
218-335-8586  
Fax: 218-335-8080

Core Competencies:

- **Effective Communication:** Communicate complex construction concepts and procedural information clearly and concisely to our clients.
- **Interpersonal Skills:** Build rapport and trust with potential and current homeowners and industry professionals.
- **Technical Proficiency:** Demonstrate proficiency in computer software and web-based tools for project management and documentation.
- **Home Construction Expertise:** Apply comprehensive knowledge of construction principles, blueprints, and inspections to guide project planning and execution.
- **Regulatory Compliance:** Ensure strict adherence to building codes and regulations to uphold safety and quality standards.
- **Tribal Land Lease Knowledge:** Provide expert guidance and/or connection to the proper specialists in tribal land lease agreements and individual trust property matters to facilitate home construction processes.

Qualifications:

- Bachelor's, Associate's degree, or Certificate in construction management, engineering, or related field preferred.
- Proven experience in residential construction management and project coordination.
- Strong computer skills with proficiency in Microsoft Office Suite and project management software.
- Excellent communication, negotiation, and problem-solving abilities.
- Familiarity with tribal land lease agreements and legal procedures is advantageous.

Join us in empowering tribal members to realize their dream of homeownership while navigating the complexities of construction and land ownership.

**Send resume, and list of three professional references to:**

Joel D. Smith, Director of Administration

[jsmith@mnchippewatribe.org](mailto:jsmith@mnchippewatribe.org)

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EEO – Indian Preference