

Genealogist



Pine Technical &
Community College
Community Job Board

COMPANY NAME

Mille Lacs Band of Ojibwe , Onamia, MN

DESCRIPTION

The Genealogist I (Blood Quantum Specialist) supports the Enrollments Department by conducting genealogical and blood quantum research for tribal members and prospective enrollees. This position is responsible for researching enrollment records, birth and death certificates, adoption records, and other legal documents to verify ancestry and establish or recalculate blood quantum. The role maintains blood quantum projects, prepares reports, manages confidential records, and ensures the accuracy of enrollment data. Success in this position requires strong analytical, organizational, and research skills, attention to detail, and the ability to work with sensitive information while interacting professionally with tribal members, leadership, and the public. The Genealogist must develop expertise in Minnesota Chippewa Tribal enrollment procedures and support the department's mission through accurate recordkeeping and culturally sensitive service.

QUALIFICATIONS

- High school diploma or GED required; associate degree in Business Management, Business Administration, or a related field preferred.
- Three or more years of administrative or office support experience.
- Strong math, research, and analytical skills.
- Proficiency with Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.
- Ability to create detailed reports and maintain accurate records.
- Strong computer and technology skills.
- Excellent written and verbal communication skills.
- Ability to build professional relationships with tribal members, leadership, and the public.
- Strong organizational skills, attention to detail, and ability to maintain confidentiality.
- Typing speed of 50 WPM preferred.
- Willingness to learn Minnesota Chippewa Tribal enrollment procedures.
- Knowledge of and sensitivity to Native American and Ojibwe culture.
- Ability to work independently and travel as needed.
- Valid driver's license, reliable transportation, and eligibility for Mille Lacs Band insurance coverage.
- Must pass a background investigation, background check, and pre-employment drug and alcohol screening.
- Must meet all child safety disclosure and licensing requirements.

DEADLINE: 7/7/2026

CONTACT INFORMATION

Mille Lacs Band of Ojibwe HR Generalist
hr@millelacsband.com

APPLY THROUGH EMAIL