



Waséyabek Development Company, LLC  
Leadership Exploration and Development (LEAD)  
Program

A 100% Tribally-Owned Company

## **Purpose and Objectives:**

The Nottawaseppi Huron Band of the Potawatomi (NHBP), Waséyabek Development Company, LLC (Waséyabek), and its Board of Directors, are committed to improving the economic self-sufficiency and welfare of enrolled Members of NHBP and Members of other Federally recognized Tribes. This commitment is reflected by providing continued support of Tribal Members toward professional success. In an effort to provide that support, the Waséyabek Management Team and the Waséyabek Board of Directors have created a Leadership Exploration and Development (LEAD) Program available to Tribal Members.

The program is focused on providing an experience, through exposure to Waséyabek (and its subsidiaries), in which Tribal Members will gain knowledge that will contribute to the advancement of their personal and professional goals. To do this, Waséyabek seeks to provide Tribal Members with meaningful opportunities to obtain practical experience in operational areas related to Waséyabek's subsidiary businesses and receive guidance from seasoned industry professionals currently working within Indian Country. By exposing Tribal Members to various areas of business and industry, they are afforded the opportunity to explore a functioning business and gain practical knowledge that can help them with their career development aspirations.

## **Waséyabek's Leadership Exploration and Development (LEAD) Program**

The LEAD Program will operate under two different formats (format is dependent on, company need, staff availability, and participant interest). Below are the LEAD Program format outlines:

### Focused Industry Sessions (FINS)

- LEAD Program participants can earn a stipend while attending scheduled FINS with Waséyabek subsidiary company and department leaders to gain basic knowledge regarding Waséyabek's business processes and operations of its subsidiaries.
- FINS will be held 1-3 days per week over the course of 4-6 weeks.
- The majority of FINS will be held at the Waséyabek Headquarters in Grand Rapids, Michigan. Other sessions will be held at Waséyabek subsidiary companies in West Michigan.
- Stipends and mileage reimbursement will be based on current U.S. General Services Administration (GSA) rates related to Meals and Incidental Expense Totals (MI &E) for Grand Rapids; and privately owned vehicles (POV) mileage reimbursement rates. Some additional paperwork will be required in order to process the payments.
- Any travel or lodging other than mentioned above will be the responsibility of the participant.

### Limited Term Employment

- LEAD Program participants can earn pay while working during the school year or summer months, following a schedule that best suits the individual schedule of the participant, the needs of the company, and the parameters of the program.
- Varying positions offered under this format of the LEAD Program will generally be 90-day increments, and potentially up to but not to exceed six months in duration.
- The Waséyabek Headquarters in Grand Rapids, Michigan will be the primary assignment location. Placement at a Waséyabek subsidiary company location that best serves the candidate's development track may be considered where opportunities align.
- Responsibilities are commensurate with the participant's experience, skillsets, and interests.
- An offer of employment will be contingent upon a pre-employment background check and drug screening.

Both formats will offer participants an opportunity to expand their experience base and gain practical skillsets and knowledge. Areas of exploration can include:

- Accounting / Finance
- Business Development / Marketing
- Human Resources
- Project Management / Solution Implementation
- Business / Operations Management
- Vendor / Partner Relations and Procurement
- Administration/Office Management
- Contracts/Legal
- Compliance
- Facilities Management
- Manufacturing
- Information Technology

During participation in the LEAD Program the participant is assigned a mentor who will also serve as the participant's main point of contact. Upon completion of the program, participants have the opportunity to meet with their mentor for an evaluation, coaching and/or an exit interview. During the exit interview, performance, strengths, areas for improvement, and the candidate's interest and desire to pursue future employment or career development opportunities with Waséyabek may be discussed. If applicable, the mentor can, with assistance from Human Resources, help the participant in identifying training and education that will best prepare the participant for positions or careers with Waséyabek or one of its subsidiaries. Waséyabek's ability to offer employment to a LEAD Program participant following completion will be subject to the availability of open positions for which the participant is qualified.

***Recruitment:***

Candidates are made aware of LEAD Program opportunities through the following channels:

- Waséyabek career page via the company website
- NHBP Member's Only site
- NHBP Tribe-wide Instant Alert announcements (phone call, text message, and email announcements that are broadcast to all Tribal Members when an employment, internship, or mentoring opportunity becomes available)
- Waséyabek Social Media
- Targeted email blasts
- Presentations to various groups throughout Indian Country
- Promotional Flyers and other materials

Open LEAD Program positions will be posted with specific selection criteria (if applicable) Waséyabek is seeking (dependent on business needs) at the time of solicitation. Program format (referenced above) will also be noted on the program solicitation.

***Qualifications:***

This program is offered to high school (16+ with signed permission from parent or legal guardian), undergraduate and graduate level students, as well as non-degree seeking candidates who are (or are not) interested in pursuing a career that supports Waséyabek's business and/or subsidiary operations. LEAD candidates must have reliable transportation; and a working knowledge of Microsoft Office Suites including Microsoft Word, Outlook email and calendaring.

***Applicant Process:***

Interested candidates can apply to participate in the program by submitting a completed LEAD questionnaire and resume online via the Waséyabek website.

***Selection Process:***

Participation in the program is not guaranteed, although our goal is to provide opportunities and exposure to all candidates demonstrating strong interest via their completed questionnaire. The number of available seats will be based on budget and availability of staff. When needed, the Tribal Hiring Preference Policy will be used to make selection decisions. Only candidates with completed questionnaires that include their resume will be considered for participation.

**Expectations**

Following these guidelines will help assure that you will maximize your LEAD program experience and serve as a positive representative of not only yourself but Waséyabek and your Tribal community. Expectations while participating in the program are:

- Act in a professional and ethical manner that exemplifies the Seven Grandfather Teachings.
- Be willing and able to keep confidential any and all confidential or proprietary business information about Waséyabek and its subsidiary businesses.
- Dress in an appropriate manner. This may vary by location and policy (i.e. masks, hard hats, closed toed shoes, business attire, etc.)
- Be on-time (based on the pre-determined schedule and engaged when participating in the program. If an absence is necessary, communicate or coordinate it with your mentor/main contact.
- Do not conduct personal business during program hours.
- Complete any required paperwork, tasks and/or projects to the best of your ability and in an orderly and timely manner.
- Transportation to and from the program site is the participant's responsibility.
- Do not use offensive or abusive language.
- Refrain from drug or alcohol use.
- Refrain from conduct that would aversively reflect on Waséyabek or your Tribal community.

### **Tribal Preference Hiring Practice:**

Federal law permits Indian Tribes and business entities owned by Indian tribes to give preference in employment opportunities to Tribal Members and other Native Americans under certain conditions. Waséyabek is 100% Tribally-owned by the Nottawaseppi Huron Band of the Potawatomi, is organized under a Tribal law that treats Waséyabek as an extension of the Tribal government for certain purposes and accordingly has the ability to grant employment preferences to enrolled Members of NHBP and Members of other federally-recognized Indian tribes in accordance with NHBP's Indian Preference in Employment Code<sup>1</sup>.

The NHBP Tribal preference laws and hiring practices are intended to create employment opportunities, paths for promotion and learning, and management opportunities for qualified applicants who are enrolled NHBP Tribal Members, parents, spouses of enrolled NHBP Tribal Members, or enrolled Members of other Federally Recognized Indian Tribes.

It is the responsibility of the applicant to identify and be able verify their Tribal affiliation or eligibility for Indian Preference under NHBP law at the time of application.

The following order of preference is applied when making employment decisions at Waséyabek:

Tier I. Enrolled Members of NHBP

Tier II. Spouses of enrolled Members of NHBP and parents of minor children who are enrolled Members of NHBP

Tier III. Enrolled Members of other federally recognized Tribes

Waséyabek and its subsidiaries will follow the above preferences to the extent permitted by federal law.

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<sup>1</sup> NOTE: Many of WDC's portfolio companies are organized under the laws of the State of Michigan, are not located on NHBP Reservation lands and, as such, are subject to the regulatory authority of state and local agencies. In such cases, WDC's subsidiary companies afford preference to qualified NHBP Tribal Members and Members of other Federally Recognized Tribes as a matter of policy and practice and not necessarily governed by the NHBP Indian Preference in Employment Code.

## Approvals & History

Action	Action By:	Approved By:	Date Approved:
Establish Plan	Jessi Goldner, Compliance & Office Manager	Deidra Mitchell, President & CEO	May 16, 2019
1 <sup>st</sup> Amended	Jessi Goldner, Compliance & Office Manager	Deidra Mitchell, President & CEO	September 23, 2021
2 <sup>nd</sup> Amended	Jessi Goldner, Director of Compliance	Deidra Mitchell, President & CEO	June 17, 2022
3 <sup>rd</sup> Amended	Jessi Goldner, Director of Strategic Engagement & Compliance	Deidra Mitchell, President & CEO	February 22, 2024