



WASÉYABEK  
— 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 exposure in operational areas related to Waséyabek's subsidiary businesses and receive insight 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 and gain a better understanding of Waseyabek (and its subsidiaries).

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

The LEAD Program will operate under the Focused Industry Sessions format, which is dependent on staff availability and participant interest. Below is the LEAD Program format outline:

### 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.

FINS will offer participants an opportunity to gain practical knowledge of the skillsets required for positions in the following areas:

- 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 and/or Waseyabek's Human Resource Department 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

***Qualifications:***

This program is open to individuals age 16 and older (under 18 with signed permission from parent or legal guardian). The program welcomes and encourages participation from individuals at all stages of their career and life. 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 (or detailed professional and educational information) online via the Waséyabek website and/or the Tribal Talent Connect portal.

***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 completing the application process. 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 that complete the full application that include their resume (or detailed professional and educational information) will be considered for participation.

**Expectations**

Following these guidelines will help ensure 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:**

Waséyabek is 100% Tribally-owned by the Nottawaseppi Huron Band of Potawatomi. The NHBP invests Tribal funds in Waséyabek, in part, to provide employment opportunities to NHBP Members and to promote the financial security of its families. Federal law permits Tribally-owned entities like Waséyabek to give preference in hiring decisions to Native Americans under certain conditions. In such cases, employment opportunities will be extended to applicants entitled to Native American preference under NHBP law if the applicant(s) meet minimum qualifications. To meet “minimum qualifications,” applicants must be capable of successfully performing all essential job duties and responsibilities at the time of hire (or promotion). For those Waséyabek portfolio companies not subject to NHBP Native American preference laws, employment opportunities will be offered to the best qualified candidate with Native American preference factors being considered along with minimum and preferred qualifications.

It is the responsibility of any applicant seeking consideration of Native American preference criteria to identify their Tribal affiliation at the time of application.

Native American preference in employment will be applied or considered as follows, to those candidates that meet the minimum qualifications for a posted job position:

- Enrolled Members of the Nottawaseppi Huron Band of the Potawatomi (NHBP);
- Parents or spouses of NHBP Tribal Members; and
- Enrolled Members of other federally recognized Indian Tribes

Waséyabek Native American preference practices do not diminish the WDC’s commitment to anti-discrimination and Equal Employment Opportunity policy adherence. Each manager is expected to make every effort to identify, hire, train, and promote qualified candidates, and to ensure equal opportunity.

The legal authority for Indian Preference can be found in Title 25, United States Code (USC) 472, 472a., and 47; Title 25, Code of Federal Regulations, Part 5, the Constitution of the Band, and Title V, Ch. 1 of the NHBP Tribal Code.