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| **NXT Level Leader** |
| Job Title: | **NXT Level Leader (NLL)** | Department: | **MLCV**  |
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| Grade:  | **Current Grade**  | Reports To: | **CPC COO CEO**  |
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| Date of Posting: October 3, 2019  |   | Posting Expires: October 31, 2019  |  |  |  |

**SUMMARY:**

We are seeking intelligent, ethical, energetic, and responsible leaders to join MLCV’s NXT Level Leader program. In this position, you will be expected to learn the ins-and-outs of our daily routines and businesses. NXT Level Leaders will get an in depth look into how our organization runs and will gain valuable insight for career growth. The NXT Level Leader (NLL) will have the opportunity to meet managers, executives, and C-suite members of the team and work on projects to assist and improve the business. Must be willing to understand the servant leadership mindset and be willing to develop their approach in everything they do.

We look for the following when evaluating teammates:

* Culture fit: You love our ambitious/spirited culture that is passionate about servant leadership and working towards our mission of improving the quality of life of Mille Lacs Band members, East Central Minnesota and the communities in which we do business.
* Organizational aptitude: You are a capable of juggling priorities in a dynamic environment.
* Execution machine: You thrive under pressure, consistently meeting expectations and commitments on tight deadlines, all while managing a variety of tasks and relationships in an efficient and meticulous manner.

**ESSENTIAL DUTIES OF THE POSITION:**

* Participate in meetings with executive sponsors and business leaders
* Assist with all phases of a project life cycle, from initial requirements through project completion
* Hear real world business problems and learn how to assess and provide best-in-class solutions
* Learn the newest technologies that companies are using for planning and reporting and within a business environment
* Experience the day-to-day lifestyle of leaders who run multiple businesses
* Complete internal and external initiatives with the potential to have your work used in our existing projects
* Create and present a final presentation to MLCV management at end of program
* Work with the business stakeholders to identify the business requirements and the expected outcomes
* Shadow leader learn the day to day of the business
* Assist in preparing information, research materials and projects as requested
* Attend meetings and contribute
* Create and maintain PowerPoint presentations, if needed
* Attend company functions and networking events
* Shadow multiple office positions and train in a variety of tasks
* Any and all other duties as assigned

**EDUCATION and/or EXPERIENCE:**

* High school degree or equivalent; must be enrolled in an accredited university/college program to receive credit
* Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
* Excellent written and verbal communication skills
* Self-directed and able to work without supervision
* Good performance in current role
* One year of service

**SPECIAL QUALIFICATIONS:**

* Strong oral and written communication skills, multi-tasking, organizational skills, outgoing, good computer knowledge with Microsoft Office, excellent interpersonal skills, ability to handle a variety of tasks simultaneously and respond well to pressure and deadlines.
* Flexible and Self-starter
* Initiative to drive career and focus on learning a specific function that will help MLCV
* Evolve as experience grows
* Flexible outlook and willing to work anywhere in MLCV
* Brave and has an innovative/eager to learn attitude
* Honest and open to new ideas yet humble and determined to succeed
* Respectful and capable of building strong professional relationships
* Willing to listen and are comfortable giving and receiving feedback; respectful of the people they work with,
* Courage to speak up when something isn’t right or could be better
* Must be able to secure license from Gaming Regulatory Authority, and follow all relevant DGR’s.
* Mille Lacs Band Member and American Indian preference will be exercised in the hiring process.

**SKILLS:**

* Ability to communicate with the business to understand requirements and present back findings and recommendations.
* Must be able to effectively communicate in one-on-one, small group situations, and to moderate-sized gatherings of associates, executives and/or community leaders.
Must have applied statistics skills, such as distributions, statistical testing, regression, etc.
* Be able to add, subtract, multiply and divide in all units of measure, using whole numbers, percentages, common fractions, and decimals, and work with mathematical concepts such as probability and statistical inference.

**STRONG CRITIERIA:**

* Willing to have an open discussion about education and next steps and/or willing to obtain a degree or certification
* Open to exploring academic development in a relevant subject
* Recognized leadership skills/potential amongst peers and leaders
* Good performance in current role
* Flexible approach to work, location and placement
* Willing to support MLCV Way culture based in servant leadership and play an active in the business
* Active in and support community involvement

**APPLICATION PROCESS:**

All applicants must provide the following to be considered for program and be willing to participate in the competitive selections process conducted by a screening and selection committee.

Applicants must be willing to travel and maintain their current work performance while participating in the NXT Level Leader program pilot:

* Fill out an MLCV Profile (one will be provided to you)
* Write a personal statement
* Create and deliver a personal pitch/presentation (if selected)

**BENEFITS:**

* Professional development experience
* Shadowing opportunities at various internal/client engagements
* Interacting and engaging with senior leadership
* 1 on 1 mentorship
* Monthly company lunches
* Leadership assessment