



## **Now Hiring! Environmental Programs Assistant**

*Seeking a motivated individual for an entry level environmental position.*

**Applications due by 4:30pm February 21, 2020.** Please submit a current resume with three references via email ([mfuller@bluelakerancheria-nsn.gov](mailto:mfuller@bluelakerancheria-nsn.gov)), or to the Blue Lake Rancheria Tribal Office, 428 Chartin Road, PO Box 428, Blue Lake, CA.

This is a full-time position, starting pay \$16/hour plus great benefits (medical, dental, vision, vacation and sick time, 401k, paid holidays). This position is partially grant-funded (funding secured through 2021), with opportunities for growth as we apply for continued funding.

### **Job Duties:**

- Community Garden: work in the Tribe's community garden including ordering seeds/starts, composting, planting, directing summer interns, and harvesting for the elders nutrition program.
- Environmental Cleanup Program Coordination: schedule and participate in cleanups of priority areas on the Rancheria working with multiple departments and various waste types.
- Assist with rotating environmental projects: currently we are working on a tribal indoor air quality assessment, a small stream restoration project, and preparing for Earth Day outreach activities.

### **Qualifications:**

- Bachelor's Degree in an environmental field, or its equivalency in years of experience.
- Experience working outdoors in restoration or commercial garden setting.
- Perform job duties well independently and in group settings, both in the field and in the office.
- Must be able to physically perform routine tasks such as frequent bending, standing, kneeling, pulling, reaching, and lifting up to 50 pounds. Manual dexterity is required.
- Familiarity with standard computer software (spreadsheet, word processing, email).
- Excellent communication & interpersonal skills.
- Must pass pre-employment drug test.
- Must possess valid California Driver's license.
- Ability to work safely and effectively in inclement weather or adverse conditions.
- Interest in tribal environmental issues and willingness to continue learning.

*Interested applicants must submit a current resume, application form, and three current references. Under Title 25, U.S. Code, Section 472 and 473, applicants claiming Indian preference must submit verification of eligibility. The Blue Lake Rancheria is an Equal Opportunity Employer and supports a safe and drug free work place as defined by 45 CFR, part 76(f).*