BAD RIVER BAND OF LAKE SUPERIOR
TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER  P.O. BOX 39  ODANAH, WI 54861

Job Title: Natural Resources Aide
Department: Mashkiiziibii Natural Resources
Hourly Rate: $11.00-$12.00 (DOQ)
Exempt: Non-Exempt – Limited Term: 32-40Hrs/Week
Supervisor: Manoomin Oshkaabewis Program Manager

Posting Date: In-House
Opens: June 17, 2022
Closes: June 24, 2022, at 4:30 PM

Posting Date: PUBLIC
Opens: June 17, 2022
Closes: OPEN UNTIL FILLED

Summary: The Natural Resources Aide will assist in a variety of natural resource projects. This position is a limited-term position and will range between 32-40 hours per week for up to 13 weeks. This position is non-exempt (or hourly). The expected start date of this position is July 11, 2022.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

• Perform Manoomin bundling processes and re-seeding related activities;
• Assisting with wild rice monitoring protocols; standardized
• Must attend all relevant training
• Must work on weekend manoomin Buy-Back project;
• Assisting with various natural resources monitoring projects;
• Collecting and recording field observations and applicable measures;
• Entering field data collected into an internal database;
• Attend education and outreach functions in the community;
• Assisting with manoomin youth educational training camps;
• Must attend and work a booth at the Bad River Manoomin celebration;
• Performing other duties as assigned by the direct supervisor and/or Natural Resources Director / Deputy Director.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or ability required. Knowledge of the uniqueness of the Bad River Community. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education and/or Experience:
Required:
Experience with manoomin-related projects is preferred. Experience working on natural resources monitoring projects preferred. GPS/GIS skills are preferred. ATV experience and outboard motor experience are preferred. Experience working with hand tools such as loppers, power washers, weed whips, etc. is preferred. Experience working with tribal communities and/or Native American issues is preferred.

Other Skills and Abilities:
Required:
Proven ability to record and maintain careful, concise, and accurate field notes. Must be self-motivated, trustworthy, dependable, and willing to work long hours occasionally. ATV and boat experience are required. Must be self-motivated, trustworthy, dependable, and willing to occasionally work long hours.

**Background Check:**
This position is contingent on the required ability to pass a Bad River background check.
This is a required driver position, must possess a valid state driver’s license, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.

**Language Skills:**
- Must have sufficient oral and written skills.
- Must have excellent listening ability.

**Reasoning Ability:**
Problem-solving: ability to remain flexible and open-minded.

**Physical Demands:** The physical demands described here are representative of those that must meet by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must be physically able to perform all job duties. Walking, standing, bending, stooping, and occasional lifting up to 25lbs and/or carrying for short distances.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. This position is subject to inside and outside work sometimes in inclement environments including hot buggy, and remote areas. The noise level may be moderate to loud.

**Drug-Free Workplace** in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe’s Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe’s Preference Policy.

Send Application and Resume To:
Bad River Tribe
Attn: Human Resources
P.O. Box 39
Odanah, WI 54861
http://www.badriver-nsn.gov/

Application material may also be emailed to:
HRmanager@badriver-nsn.gov
HRassistant@Badriver-nsn.gov