

**MIAMI NATION
JOB ANNOUNCEMENT**

POSITION TITLE: RTRL PROJECT COORDINATOR
CLASSIFICATION: NON-EXEMPT
STATUS: FULL-TIME, TEMPORARY

DATES OF POSTING PERIOD: UNTIL FILLED

JOB SUMMARY: This position is under the direct supervision of the Natural Resource Officer. The location of this position varies depending on duties required at each tribal farm location. The position is temporary until funding from another program is in place. The purpose of the position is to plan and coordinate upcoming work initiatives within the RTRL program aimed at reducing wildfire risk, and mesh those goals and activities with the initiatives to be carried out under the upcoming Biomass Utilization Project.

MAJOR JOB FUNCTIONS:

Actively participate in the following, either alongside other team members or alone:

- Planning and implementation of vegetation management goals and activities to meet the objectives of the project
- Regular maintenance and use of equipment utilized in the process of the vegetation management outlined in the project objectives
- Monitoring of areas to be improved/treated through project activities
- Development of post-project management strategies for optimum usefulness and productivity of those lands
- Preparation for expanded work initiatives under the Biomass Utilization Project
- Take lead role, as may be directed, in any of the aforementioned or other additional activities
- Other duties as may be assigned

This position includes, but is not limited to, the job functions listed above.

MINIMUM QUALIFICATIONS:

- High School graduate or equivalent
- Minimum of ten (10) years farm/natural resources experience
- Minimum of ten (10) years experience with operating and maintaining farm equipment
- Basic construction skills and ability to use tools
- Basic understanding of mineral cycle, water cycle, community dynamics, and energy flow
- Basic understanding of soil management
- Basic understanding of plant biology and physiology
- Ability to think critically and discern between options and cause/effect in complex environment
- Ability to work unsupervised and meet deadlines
- Ability to travel as needed
- Ability to work beyond normal working hours if necessary

Human Resource Officer
Miami Tribe of Oklahoma
Mailing: P.O. Box 1326, Miami, OK 74355
Physical Address: 3410 P NW, Miami, OK 74354
Email: cgibson@miamination.com

For complete job description and application visit: www.miamination.com/employment

- May be subject to criminal background investigation
- Possess a valid driver's license and be insurable
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

PHYSICAL REQUIREMENTS:

- Must be able to lift and carry a minimum of 80 pounds
- Moderate amounts of physical labor
- Must be able to perform duties outside in all weather conditions

CONDITIONS OF EMPLOYMENT:

- Full-time, temporary, approximately four months

DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy

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