

**MIAMI NATION
JOB ANNOUNCEMENT**

POSITION TITLE: KIIHKAYONKI ARPA ENVIRONMENTAL ASSESSMENT INTERN
CLASSIFICATION: NON-EXEMPT
STATUS: PART-TIME, SEASONAL – 10 WEEKS

DATES OF POSTING PERIOD: UNTIL FILLED

JOB SUMMARY: This position will assist in the ecological assessment of the Cultural Resources Extension Office (CREO). Other duties will include identification and removal of invasives. Assist with the mapping and quantification of native and invasive trees and plants. This position is under the direct supervision of the CRO ARPA Kiihkionki Project Manager and takes secondary direction, with approval by the Project Manager, from the Kiihkayonki ARPA Maintenance Specialist. The position is located in Fort Wayne Indiana.

MAJOR JOB FUNCTIONS:

- Identification of native trees and plants
- GPS Trees and Plants
- Assist with ecological assessment.
- Assist with wetland delineations, plant identification, soil profiling, data entry of findings, GPS of wetland boundaries and possibly assist with GIS for map creation.
- Assist with catalog and quantification of both native and invasives.
- Removal of invasive trees and plants
- Wear appropriate personal protective equipment at all times.
- Comply with all company policies and regulations.
- Job requires ability to work with hand tools, small engine equipment, and materials.
- Work near heavy equipment and other vehicles on a regular basis
- Work outdoors in various conditions including heat and humidity, rain, dust, noise, and cold.
- Flexible working hours and occasional weekend work
- Perform other manual duties to clean and maintain landscaped environments, shop and equipment.
- Other duties as assigned.

PHYSICAL REQUIREMENTS:

- Moderate amount of heavy physical labor
- Must be able to lift and carry a minimum of 50 pounds.
- Duties will be performed inside and outside in all weather conditions.
- Must utilize safety equipment at all times, when applicable

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

EDUCATION REQUIREMENTS:

- Active enrollment and pursuing a bachelor's or master's degree.

CONDITIONS OF EMPLOYMENT:

- This seasonal position is fully funded with American Rescue Plan Act (ARPA) funding ending July 28, 2023.

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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