

**MIAMI NATION
JOB ANNOUNCEMENT**

POSITION TITLE: KIIHKAYONKI ARPA ENVIRONMENTAL DEVELOPMENT INTERN
CLASSIFICATION: NON-EXEMPT
STATUS: PART-TIME, SEASONAL – 12 WEEKS

DATES OF POSTING PERIOD: UNTIL FILLED

JOB SUMMARY: This position assist in the upkeep of all Kiihkayonki ARPA Outdoor Learning Environments (OLEs), including driveway and parking areas, landscaping around buildings, gardens, trails, and areas in need of upkeep. Other duties include mowing, planting flowers and trees, trimming shrubbery and the installation of benches, fences, and walking paths. 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 DUTIES:

- Removes timber and trail construction materials
- GPS Trees and Plants
- Assist with ecological trail development
- Assist with wetland delineations, plant identification, soil profiling, data entry of findings, GPS of wetland boundaries and possibly assist with GIS for map creation
- Assists with mowing, edging and fertilizing lawns
- Weeding and mulching landscape beds
- 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 always utilize safety equipment, 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 August 9, 2024.

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

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