

**MIAMI NATION
JOB ANNOUNCEMENT**

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

DATES OF POSTING PERIOD: UNTIL FILLED

JOB SUMMARY: This position will assist in the development of a garden space at the Cultural Resources Extension Office (CREO). Other duties will include assessment invasives in cultural practices. Assist with the day-to-day garden maintenance. This position is under the direct supervision of the CRO ARPA Kiihkionki Project Manager and take secondary direction, with approval by the Project Manager, from the Kiihkayonki ARPA Community Food Program Director. The position is located in Fort Wayne Indiana.

MAJOR JOB DUTIES:

- Removal of invasive trees and plants
- Investigate invasive plant and tree fibers.
- Record findings from fiber studies.
- Assist with garden design and development.
- Assist with the implantation of garden.
- Assist with implementing new gardening systems.
- Provide garden maintenance as needed.
- Assist with development of mushroom infrastructure and growth
- Harvesting foods as needed
- Always wear appropriate personal protective equipment.
- 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

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

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

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

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