

~ SEPTEMBER 13, 2021 ~



NEZ PERCE TRIBE

JOB OPENINGS

NOTICE

To Applicants: To prevent the progression and spread of the novel coronavirus, the Human Resource Department encourages potential candidates to submit applications electronically to teamhr@nezperce.org. Paper copies may be submitted using the drop box which is located on our office door. To obtain an NPT application, please visit our website: www.nezperce.org.

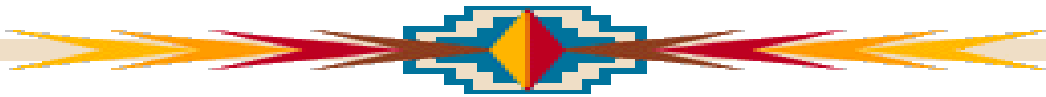
ACTIVE JOB SEEKERS LIST

In addition to our internal and external job opportunities, there are occasional temporary appointments. If you are interested in joining our active job seekers, please submit a completed Nez Perce Tribe application with a current driver's license record (DLR). Active job seekers will be screened accordingly and referred to temporary appointments based on education, qualifications and experience. Tribal/Indian preference applies. Certain positions may require a valid driver's license with ability to be insurable under the Tribe's policy.

Open only to qualified IN HOUSE applicants for the following positions:

In compliance with the Human Resource Manual 2.2.4: All vacancies will be advertised "IN HOUSE" for all employees and Tribal members for a minimum of two weeks. Should a qualified RIF'ED employee apply, they will be given preference per the Nez Perce Tribe HRM 4.10.

The Nez Perce Tribe Senior Citizen Program is recruiting for: **BUS/VAN DRIVER [HR-18-104] (Kamiah)** part-time (29 hours or less per week). To transport senior citizens to and from activities, to and from grocery store, to post-office and appointments. Responsible for the delivery of meals on a daily basis. Works according to Vehicle Use and Maintenance Manual and other policies that apply. Position is under the supervision of the Senior Citizen Coordinator. Requires High School Diploma/GED, or specialized vocational training. Requires six (6) months bus/van operation. Must successfully pass an extensive background check upon hire. Requires a valid driver's license with the ability to be insured under the Tribes policy. Requires a Commercial Driver's License within six (6) months of employment. Class description available at the NPT Human Resources Department. Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the

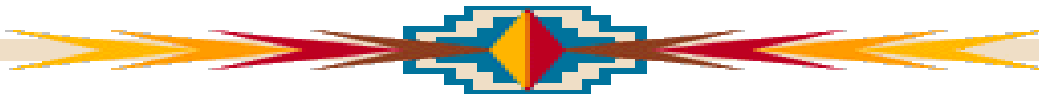


ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 7)

The Nez Perce Tribe Department of Executive Direction/Appaloosa Express Transit System is recruiting for: **BUS OPERATOR [HR-18-119] (On-Call/Kamiah)** To operate "Appaloosa Express" tribal transit buses on prescribed routes as assigned. Requires an Idaho Commercial Driver's License (Class C CDL) to include passenger endorsement. No Driving While intoxicated (DWI) conviction within the last thirty-six (36) consecutive months; not more than one (1) DWI on entire driving record; and not more than three (3) moving violation convictions with the last thirty-six (36) months. Must pass the Department of Transportation (DOT) physical (medical) exam performed by a qualified DOT physician listed on the Federal Motor Carrier Safety Administration physicians list, which includes a drug screen in order to operate Appaloosa Express vehicles. Class description available at the NPT Human Resources Department. Must have five (5) years' experience in the operation of a motor vehicle. One (1) year experience operating a commercial motor vehicle and one (1) year in a customer service environment is preferred. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 12)

The Nez Perce Tribe Department of Executive Direction/Appaloosa Express Transit System is recruiting for: **TWO (2) BUS OPERATORS [HR-18-120] (On-Call/Lapwai)** To operate "Appaloosa Express" tribal transit buses on prescribed routes as assigned. Requires an Idaho Commercial Driver's License (Class C CDL) to include passenger endorsement. No Driving While intoxicated (DWI) conviction within the last thirty-six (36) consecutive months; not more than one (1) DWI on entire driving record; and not more than three (3) moving violation convictions with the last thirty-six (36) months. Must pass the Department of Transportation (DOT) physical (medical) exam performed by a qualified DOT physician listed on the Federal Motor Carrier Safety Administration physicians list, which includes a drug screen in order to operate Appaloosa Express vehicles. Class description available at the NPT Human Resources Department. Must have five (5) years' experience in the operation of a motor vehicle. One (1) year experience operating a commercial motor vehicle and one (1) year in a customer service environment is preferred. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 12)

The Nez Perce Tribe Department of Technology/Wireless is recruiting for: **CABLE TECHNICIAN III [HR-20-102]** This position will be four (4) ten (10) hour days; Friday, Saturday, Sunday and Monday, and work holidays. To provide support and installation of technological cables and telecommunication hardware. Works within a general outline of work to be performed developing work methods and sequences under direct supervision of the Cable Technician III-Lead. Duties may also include providing project level supervision and management as well as performing technical labor applications of fieldwork. General duties include; Provide assistance with category 5, 6, 6E cable installation and fiber, handling 100 lbs. of cable; Tower Climbing for installation of hardware, maintenance of hardware and alignment of equipment; Install wall jacks and computer network lines according to work request. Requires a high school diploma/GED. Background check is required within the first three (3) months of employment. Must obtain tower climbing certificate within one (1) year of employment. Requires one (1) year experience to project needs and six (6) months leadership experience preferred. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 10)



The Nez Perce Tribe Water Resources Division is recruiting for: **WASTEWATER & WATER OPERATOR /LAB ANALYST TECHNICIAN IV [HR-20-138] (Full-time/Lapwai)** The Nez Perce Tribe Utilities Program operates and maintains three (3) water systems (North Lapwai, South Lapwai, and Kamiah), a MBR wastewater treatment plant which serves the Lapwai Valley and a sewer system in Kamiah which serves two (2) Nez Perce Tribe housing developments. Requires six (6) years of relevant experience, wastewater operator certification at a Level II, and a laboratory background. And the ability to attain a Level III within one (1) year of hire. Secondary certification in water operation desired; not required. Must maintain 6CEU's per year to maintain certification. Requires six (6) years' experience to project needs. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 15)**

The Nez Perce Tribe Social Service/"UUYIT KIMTI (New Beginnings) is recruiting for: **COMMUNITY EDUCATION SPECIALIST [HR-21-143] (Full-time/Lapwai)** The purpose of the class is to provide community education, outreach, and training on the dynamics, effects, and services available for victims of domestic violence, sexual assault, dating violence and stalking on the Nez Perce Reservation. The class is responsible to administer all Community Education and Outreach events and activities by providing regular resources and information, create publications and readily available resources and referrals for advocacy assistance. Must have excellent verbal and written skills, and must be comfortable using technology to complete outreach tasks. Will be responsible for reporting activities, and will be under the supervision of the New Beginnings Director. Requires Associates degree (AA) in social work or closely related field with two (2) years' experience working with Tribal populations/programs OR one (1) year related college work with four (4) years' experience working with Tribal populations/programs. Requires two (2) to four (4) years (based on education level) of working with Tribal Populations/Programs. Must have familiarity with local social service agencies and resources. Requires a background check to be completed within thirty (30) days of hire. Must take CRP/First Aid Certification training within thirty (30) days of hire. Must have positive work history, and maintain a healthy lifestyle. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade12)**

Extended: The Nez Perce Tribe Department of Education/Students for Success is recruiting for: **PREVENTION OUTREACH WORKER [HR-21-147] (Lapwai)** part-time (29 hours or less per week). This position will report directly to the Students for Success Director. Requires excellent organizational and multi-tasking skills to implement the comprehensive prevention outreach objectives for the program's multiple funding sources. Responsible for education presentations and education materials development using tribal specific messages/imagery and available tribal specific data on alcohol, tobacco, and other drugs (ATOD). Assists with community outreach, partnership development, and compliance of the cooperative agreement or contracts. Must have excellent writing and oral communications skills, highly motivated and have the ability to work independently and cooperatively with others. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) year of college. One (1) year experience preferred in Drug and Alcohol prevention, intervention or treatment, criminal justice, social work or any discipline involving youth. Will be responsible to deliver reservation-wide outreach. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 12)**



The Nez Perce Tribe Department of Law & Justice/Tribal Court is recruiting for: **COURT CLERK I [HR-21-137] (Full-time/Lapwai)** Establishes, monitors, and maintains court records and files; retrieves documents and records from departmental filing system. Maintains court calendars; schedules hearing and trial dates, including arrangements for jury trials; research, prepares and distributes notices of hearings. Establishes procedures for setting up civil cases and jury trial files; prepares documents for court cases, including notices of hearing, court orders, restraining orders, and other legal actions according to established protocols. Receives and files complaints; issues warrants, summons, and notices. Develops appropriate forms, notices, and document formats to improve customer service, data collection, data entry, and records management operations. Provides informational assistance to litigants, witnesses, attorneys, staff, judges, and the general public; answers phones and assists visitors. Collects fines, payments, judgments, and court costs from attorneys, litigants, defendants, and others; maintains logs and account records. Requires a High School Diploma or GED or specialized vocational training. Requires one (1) year experience to essential tasks. Class description/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other states where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 7)

Extended: The Nez Perce Tribe Department of Technology/KIYE Radio Station is recruiting for: **PROFESSIONAL III - RADIO SUPERVISOR [HR-20-159] (24-36 hours per week/Lapwai)**. The purpose of the class is development, and oversight of contracts and/or projects. Assign, review, and conduct duties relating to the collection, compilation, analysis, and written presentation of information as well as perform technical applications of work pertaining to broadcasting and radio communications of interest to the Nez Perce Tribe. Requires Bachelor's degree in Journalism, Communications, Business or closely related field. Related field and/or coarse work requirements defined in job expectations. Requires three (3) years related professional level experience. Requires two (2) years supervisory experience. Class Description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other states where you have been licensed to drive within the last three (3) years. **Open until filled.** (Grade 20)

The Nez Perce Tribe Department of Social Services Senior Citizens Program is recruiting for: **COOK [HR-21-160] (Full-time/Kamiah)** To plan and prepare meals with federal, state, local, and Tribal standards. Requires a High School diploma/GED or specialized vocational training. Requires three (3) months experience. Must have or obtain Food Handler Permit within ninety (90) days of hire. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires three (3) months food preparation experience for large groups of people. **Open until filled.** (Grade 5)

The Nez Perce Tribe Department of Fisheries Resources Management Production Division is recruiting for: **ADMINISTRATIVE SPECIALIST III [HR-21-162] (Full-time/Lapwai)** Will provide administrative support to the division director, deputy director, and division project leaders. In addition, this position also serves as the Acting Fisheries Department Administrative Assistant in their absence. Responsibilities include: preparation of NPTEC and subcommittee packets, computer hardware and software skills; office equipment management; 50 WPM key board skill; establishment and maintenance of division project files; preparation of correspondence, memos, schedules, documents and reports utilizing computer software applications; and performance of routine clerical tasks, such as processing and delivery of incoming and outgoing mail, data entry, filing, faxing, photocopying, and processing purchase orders and payments. This position will work closely with department and field office support staff. Requires two years of college education, or vocational technical degree, with emphasis in administrative skills Business, or a closely related field. Requires the ability to obtain Notary Public Certification. Requires two (2) years,



tribal government preferred. Class Description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other states where you have been licensed to drive within the last three (3) years. **Open until filled.** (Grade 13)

The Nez Perce Tribe Department of Education/Students for Success is recruiting for: **PREVENTION OUTREACH WORKER [HR-21-167] (Full-time/Lapwai)** This position will report directly to the Students for Success Director. Requires excellent organizational and multi-tasking skills to implement the comprehensive prevention outreach objectives for the program's multiple funding sources. Responsible for education presentations and education materials development using tribal specific messages/imagery and available tribal specific data on alcohol, tobacco, and other drugs (ATOD). Assists with community outreach, partnership development, and compliance of the cooperative agreement or contracts. Must have excellent writing and oral communications skills, highly motivated and have the ability to work independently and cooperatively with others. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) year of college. One (1) year experience preferred in Drug and Alcohol prevention, intervention or treatment, criminal justice, social work or any discipline involving youth. Will be responsible to deliver reservation-wide outreach. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 12)

The Nez Perce Tribe Department of Social Services Senior Citizens Program is recruiting for: **COOK [HR-21-172] (Lapwai)** part-time (29 hours or less per week). To plan and prepare meals with federal, state, local, and Tribal standards. Requires a High School diploma/GED or specialized vocational training. Requires three (3) months experience. Must have or obtain Food Handler Permit within ninety (90) days of hire. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires three (3) months food preparation experience for large groups of people. **This position closes 9/20/21.** (Grade 5)

The Nez Perce Tribe Department of Computer Services is recruiting for: **TWO (2) COMPUTER TECHNICIAN I [HR-21-148] (Full-time/Lapwai)** To provide technical support for computer and telecommunication applications. Responsible for assisting with the maintenance and operations of computer/telecommunication networks. Works within a general outline of work to be performed, developing work methods and sequences under general supervision. Requires Associate's degree, vocational technical degree, or specialized training equivalent to satisfactory completion of two (2) years of college education with emphasis in Computer or a closely related field. Requires one-year experience. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **This position closes 9/20/21.** (Grade 12)

The Nez Perce Tribe Boys & Girls Club is recruiting for: **TWO (2) YOUTH DEVELOPMENT PROFESSIONALS [HR-21-171] (Lapwai)** part-time (29 hours or less per week). To lead and support the station activities, and to supervise their specific program area to ensure the safety of all Club members. Provide programs and activities within a specific program area such as Arts & Crafts, Gym, Games Room, Education Center and Teen Center. Provide guidance and discipline while building relationships utilizing the Youth Development Strategy. This position is supervised by the unit director. Responsible for planning, implementing, and evaluating educational activities in



compliance with Boys & Girls Club Performance Standards. Requires a High School Diploma/GED. Prefer experience working with youth. Must pass a criminal background check. [Class description available at the NPT Human Resources Department.](#) The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **This position closes 9/24/21.** (Grade 9)

The Nez Perce Tribe Police Department is recruiting for: **CIVIL OFFICER [HR-21-174]** full-time regular. To protect and serve the people of the Nez Perce Tribe. Responsible for enforcement of tribal civil laws, ordinances, codes, and regulations for assigned area of responsibility. Works within a general outline of work to be performed; develops work methods and sequences under general supervision. Must reside within 30-mile radius of assigned workplace and responds from residence to the Nez Perce Indian Reservation within 30 minutes of notification when on-call or recalled to duty for emergencies and manning shortfalls. Requires a High School Diploma/GED. Requires proof of being at least eighteen (18) years of age at time of appointment. Must meet and pass the entry level requirements to the Indian Detention Academy. The selected candidate must successfully complete an honesty interview, polygraph, drug urinalysis, psychological, medical evaluation, and a complete background investigation prior to hire and to retain employment. The candidate must enter into a contract with the Tribe to work for two (2) consecutive years from date of hire. Must have a good conduct and honorable discharge from the military service if applicable. [Class description available at the NPT Human Resources Department.](#) Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **This position closes 9/24/21.** (Grade 9)

Open to ALL qualified (General Public) for the following positions:

The Nez Perce Tribe Department of Technology/Wireless is recruiting for: **CABLE TECHNICIAN III [HR-20-102]** This position will be four (4) ten (10) hour days; Friday, Saturday, Sunday and Monday, and work holidays. To provide support and installation of technological cables and telecommunication hardware. Works within a general outline of work to be performed developing work methods and sequences under direct supervision of the Cable Technician III-Lead. Duties may also include providing project level supervision and management as well as performing technical labor applications of fieldwork. General duties include; Provide assistance with category 5, 6, 6E cable installation and fiber, handling 100 lbs. of cable; Tower Climbing for installation of hardware, maintenance of hardware and alignment of equipment; Install wall jacks and computer network lines according to work request. Requires a high school diploma/GED. Background check is required within the first three (3) months of employment. Must obtain tower climbing certificate within one (1) year of employment. Requires one (1) year experience to project needs and six (6) months leadership experience preferred. [Class description available at the NPT Human Resources Department.](#) The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 10)

The Nez Perce Tribe Water Resources Division is recruiting for: **WASTEWATER & WATER OPERATOR /LAB ANALYST TECHNICIAN IV [HR-20-138] (Full-time/Lapwai)** The Nez Perce Tribe Utilities Program operates and maintains three (3) water systems (North Lapwai, South Lapwai, and Kamiah), a MBR wastewater treatment plant which serves the Lapwai Valley and a sewer system in Kamiah which serves two (2) Nez Perce Tribe housing developments. Requires six (6) years of relevant experience, wastewater operator certification at a Level II, and a laboratory background. And the ability to attain a Level III within one (1) year of hire. Secondary certification in



water operation desired; not required. Must maintain 6CEU's per year to maintain certification. Requires six (6) years' experience to project needs. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 15)

Extended: The Nez Perce Tribe Department of Education/Students for Success is recruiting for: **PREVENTION OUTREACH WORKER [HR-21-147] (Lapwai)** part-time (29 hours or less per week). This position will report directly to the Students for Success Director. Requires excellent organizational and multi-tasking skills to implement the comprehensive prevention outreach objectives for the program's multiple funding sources. Responsible for education presentations and education materials development using tribal specific messages/imagery and available tribal specific data on alcohol, tobacco, and other drugs (ATOD). Assists with community outreach, partnership development, and compliance of the cooperative agreement or contracts. Must have excellent writing and oral communications skills, highly motivated and have the ability to work independently and cooperatively with others. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) year of college. One (1) year experience preferred in Drug and Alcohol prevention, intervention or treatment, criminal justice, social work or any discipline involving youth. Will be responsible to deliver reservation-wide outreach. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 12)

The Nez Perce Tribe Department of Law & Justice/Tribal Court is recruiting for: **COURT CLERK I [HR-21-137] (Full-time/Lapwai)** Establishes, monitors, and maintains court records and files; retrieves documents and records from departmental filing system. Maintains court calendars; schedules hearing and trial dates, including arrangements for jury trials; research, prepares and distributes notices of hearings. Establishes procedures for setting up civil cases and jury trial files; prepares documents for court cases, including notices of hearing, court orders, restraining orders, and other legal actions according to established protocols. Receives and files complaints; issues warrants, summons, and notices. Develops appropriate forms, notices, and document formats to improve customer service, data collection, data entry, and records management operations. Provides informational assistance to litigants, witnesses, attorneys, staff, judges, and the general public; answers phones and assists visitors. Collects fines, payments, judgments, and court costs from attorneys, litigants, defendants, and others; maintains logs and account records. Requires a High School Diploma or GED or specialized vocational training. Requires one (1) year experience to essential tasks. Class description/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other states where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 7)

The Nez Perce Tribe Senior Citizen Program is recruiting for: **BUS/VAN DRIVER [HR-18-104] (Kamiah)** part-time (29 hours or less per week). To transport senior citizens to and from activities, to and from grocery store, to post-office and appointments. Responsible for the delivery of meals on a daily basis. Works according to Vehicle Use and Maintenance Manual and other policies that apply. Position is under the supervision of the Senior Citizen Coordinator. Requires High School Diploma/GED, or specialized vocational training. Requires six (6) months bus/van operation. Must successfully pass an extensive background check upon hire. Requires a valid driver's license with the ability to be insured under the Tribes policy. Requires a Commercial Driver's License within six (6) months of employment. Class description available at the NPT Human Resources Department. Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the



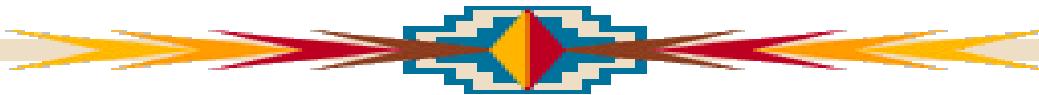
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The Nez Perce Tribe Department of Computer Services is recruiting for: **TWO (2) COMPUTER TECHNICIAN I [HR-21-148] (Full-time/Lapwai)** To provide technical support for computer and telecommunication applications. Responsible for assisting with the maintenance and operations of computer/telecommunication networks. Works within a general outline of work to be performed, developing work methods and sequences under general supervision. Requires Associate's degree, vocational technical degree, or specialized training equivalent to satisfactory completion of two (2) years of college education with emphasis in Computer or a closely related field. Requires one-year experience. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current driver's license record (DLR) and any DLR from other state(s) where you have been licensed to drive in the last three (3) years. **This position closes 9/20/21.** (Grade 12)

The Nez Perce Tribe Boys & Girls Club is recruiting for: **TWO (2) YOUTH DEVELOPMENT PROFESSIONALS [HR-21-171] (Lapwai)** part-time (29 hours or less per week). To lead and support the station activities, and to supervise their specific program area to ensure the safety of all Club members. Provide programs and activities within a specific program area such as Arts & Crafts, Gym, Games Room, Education Center and Teen Center. Provide guidance and discipline while building relationships utilizing the Youth Development Strategy. This position is supervised by the unit director. Responsible for planning, implementing, and evaluating educational activities in compliance with Boys & Girls Club Performance Standards. Requires a High School Diploma/GED. Prefer experience working with youth. Must pass a criminal background check. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide a current



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The Nez Perce Tribe Department of Social Services Senior Citizens Program is recruiting for: **COOK [HR-21-172] (Lapwai)** part-time (29 hours or less per week). To plan and prepare meals with federal, state, local, and Tribal standards. Requires a High School diploma/GED or specialized vocational training. Requires three (3) months experience. Must have or obtain Food Handler Permit within ninety (90) days of hire. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Requires three (3) months food preparation experience for large groups of people. **This position closes 9/20/21.** (Grade 5)

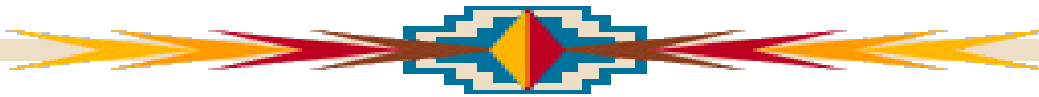
To apply: Recruitments for *Entry Level Positions (Grade 15 and below)* will require a completed Tribal application only. Recruitments for *Professional Positions (Grade 16 and above)* will require a completed Tribal application and resume. **Please submit one application per position:**

Nez Perce Tribe Human Resources Office
ATTN: **Job Name & No.**
P.O. Box 365
Lapwai, Idaho, 83540
Phone (208) 843-7332 Fax (208) 843-7414

LATE OR INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED. Tribal Preference applies.
www.nezperce.org

OTHER EMPLOYMENT OPPORTUNITIES:

- **Confederated Tribes of the Umatilla Indian Reservation (CTUIR) is recruiting for: Manager I – Hatchery, Umatilla Hatchery Satellite Facilities O & M Assistant Project Manager.** This position will be responsible for co-leading the CTUIR Umatilla Hatchery Satellite Facilities Operation and Maintenance program. Tasks include oversight of all facets of operating and maintaining three juvenile acclimation and two adult holding and spawning facilities including general fish culture activities, collection of operational data and maintaining records, holding and spawning of adult salmon and steelhead and coordination of facility maintenance. For more information and how to apply call the CTUIR Human Resources Department at (541) 429-7180. **This position closes 9/20/21.**
- **Crow's Shadow Institute of the Arts is recruiting for: Development & Marketing Associate.** This is a full-time position located on the Confederated Tribes of the Umatilla Indian Reservation. The Development and Marketing Associate will work independently and with the Executive Director to identify new and existing marketing opportunities; create thoughtful, direct marketing materials; manage our online presence, and assist with CSIA development efforts. The ideal candidate will be creative, positive, motivated, and eager to take on new challenges; they will work independently and set personal goals in alignment with the organization's vision and strategic plan. Reports to Executive Director. Flexible schedule, primarily in-person with some opportunities for telecommuting. For more information and how to apply go to www.crowshadow.org. **Apply by 9/24/21.**
- **NIGHTFORCE is recruiting for: Recruitment & Training Specialist.** For more information and how to apply go to <https://nightforceoptics.applicantpro.com/jobs/>. **Closing date 9/30/21.**



- **The Shorelands & Environmental Assistance Program within the Department of Ecology is recruiting for: Floodplain Planner (Environmental Planner 3).** This is a full-time position with a duty station in Spokane, WA. In this position you will ; Conduct community assistance activities with local governments enrolled in the National Insurance Program; Provide technical assistance and support for communities developing or implementing Comprehensive Flood Hazard Management Plans; Be responsible for promoting, planning, managing, and assessing the performance of Floodplains for Design (FbD) projects; Get to work on a variety of floodplain management activities aimed at reducing flooding, restoring habitat, and enhancing floodplains for future generations. For more information and how to apply go to [Floodplain Planner \(Environmental Planner 3\)](#). **Open until filled.**
- **National Health Board is recruiting for: Director of Congressional Relations, Congressional Relations Associate, Deputy Director of Public Health Programs Management, Public Health Project Coordinator, Public Health Communications Coordinator, Chief Operating Officer, Policy Analyst, Policy Research Analyst, and a Communications Director.** For more information and how to apply for recruitments go to <https://www.nihb.org>. **Closing dates vary with recruitments.**
- **Northwest Portland Area Indian Health Board (NPAIHB) is recruiting for: Oregon Tribal Public Health Improvement Coordinator.** This position reports directly to the Public Health Improvement & Training (PHIT) Project Director, and is housed within the Northwest Tribal Epidemiology Center (NWTEC or the EpiCenter) located at the Northwest Portland Area Indian Health Board (NPAIHB). Additional oversight and guidance will be provided by the Oregon Tribal Public Health Improvement Manager and the Director of the NWTEC. Duties include, but are not limited to: providing training and technical assistance to Oregon Tribes and NARA, conducting assessments to enhance planning for public health strengthening activities, analyzing and disseminating assessment data, working in collaboration with tribes to translate data and priorities into action plans, and providing support for program planning and implementation. Activities must be accomplished with minimal day-to-day supervision. This position is based at NPAIHB's office in Portland, OR. Candidates based in Oregon but outside of commuting distance to the Portland Metro Area will be considered for remote telework. For more information and how to apply go to www.npaihb.org/careers. **Closing date 9/17/21.**
- **Lapwai School District is recruiting for: High School Assistant Volleyball C Squad Coach, Track Coach, Substitute Custodians, and substitute Kitchen help.** Applications can be found on the website www.lapwai.org, or contact Connie Desjarlais at the District Office: (208) 843-2622 at ext. 201. **Positions are open until filled.**
- **AVISTA is recruiting for: Electric Operations Manager, Security Professional, Settlements Analyst/Sr. Settlements Analyst, Internal Auditor, Accounts Analyst, Journeyman Hydro Operator, Temporary Journeyman Linemen, Gas Compliance Specialist, Customer Engagement Manager-Temporary up to 18 months, Credit Union Senior Financial Officer, Human & Organizational Performance (HOP) Program Manager, Internal Control Analyst, System Planning Engineer – 2 positions, Journeyman Protection Control Meter Technician, and Journeymen Lineman.** For more information and how to apply go to www.myavista.com/about-us/working-at-avista. **Closing dates vary with positions and locations.**
- **The Nez Perce Tribal Water Utility Board is accepting letters of interest to fill one (1) vacancy on the Utility Board.** The applicant must be 18 years of age or older and an enrolled Nez Perce Tribal member. Utility Board shall manage the water & sewer utilities of the Nez Perce Tribe, and serve as the advisory, administrative, and management oversight authority for the Utility Department. For more information and how to apply contact Jason Vangen at (208) 843-7368 or email Jason at jvangen@nezperce.org. **Open until filled.**



Temporary Job Announcement

The Nez Perce Tribe General Council is currently seeking dependable, hardworking **TELLERS and SERGEANT-AT-ARMS** to assist with Fall General Council, Boards & Commissions Elections in all three Communities: LAPWAI, KAMIAH and OROFINO. Applicants must be an enrolled member of the Nez Perce Tribe and age eighteen (18) years or older. College students and/or unemployed individuals are preferred. *You must commit for the full three days.*

Applications are available on Nez Perce Tribe Website (<https://www.nezperce.org>) under General Council or at Nez Perce Tribe Human Resources Department. **Application Deadline: MONDAY, SEPTEMBER 20, 2021 by 4:30pm**

**General Council, Boards & Commissions Elections
SEPTEMBER 23 - 25, 2021**

Pi-Nee-Waus Community Building in Lapwai, ID

Wa-A'Yas Community Building in Kamiah, ID

Teweeppuu Community Building in Orofino, ID

Please note: this is subject to change due to impacted by the COVID-19 Pandemic.

Please submit application with copies of two types of identification to:

Melissa Guzman, Election Judge

By Email: melissag@nezperce.org

By Fax: 208.843.7414 or

By Mail: Attn: Election Judges

General Council

P.O. Box 1050

Lapwai, ID 83540

For questions or inquiries, please contact: Melissa Guzman, phone: 208.621.3828 or email: melissag@nezperce.org.

RECRUITING

Full & Half Time

AMERICORPS MEMBERS

Serve your community. Earn money for your education. Be a positive role model. Get. Things. Done.
Living Allowance - Flexible Schedule - Professional Development

Full Time (**11 months**): \$15,100 - Half Time (8 months): \$6,800 + Education Award

Work with an on-site supervisor to design a schedule that works for you and your community
Practice skills in leadership, teaching, STEM, and youth programming

APPLY TODAY!

<https://app.smartsheet.com/b/form/ac0fa73a0b6c478e9e5338d7cd63d49d>

Questions please call 208-454-7614 or email ntienhaara@uidaho.edu

Attention KIYE Listeners!!

KIYE has two radio personality positions open. Anyone can submit a proposal then will be reviewed & approved by the KIYE Community Advisory Board to broadcast basketball games.

- The pay is \$75.00 per week and equipment is available to do the remote broadcasts.
- Must be ALL school districts in Reservation boundaries.
- The requirements are that there be an individual at the game and one in the studio in Kamiah to operate the board/studio equipment. Must be able to produce a show and keep the banter/conversation going (no silence).
- Must stay mutual between teams.
- Training is required. There are specific FCC rules and regulations we must adhere to stay in compliance. Training provided at studio.
- No mileage or travel is paid.
- Anyone is able to submit a request to become a personality.
- All broadcasts must fit within our regularly scheduled national broadcasts that meet our grant obligations.

All proposals must be sent to kiye@nezperce.org and for any questions feel free to contact Daniel Spaulding by phone (208) 621-4715 or (208) 791-7934 or email daniels@nezperce.org

Announcing...

Jobs With the Forest Service Virtual Career Fairs

Hosted by the Northern Region of the Forest Service (Northern Idaho, Montana, and parts of the Dakotas)

Come hear about intern & recent graduate positions as well as Summer 2022 jobs soon to be advertised!



**September 28th and October 5th, 2021
10 a.m. to 2 p.m. MST**

Join Forest Service Hiring Managers and Resource Specialists to talk about opportunities working for the Forest Service. We are soon to be hiring summer 2021 positions in fire suppression, fuels, recreation, trails, weeds, range, archeology, botany, office, wildlife, fisheries, and more. We are also soon to be hiring intern positions and recent graduate positions in forestry, engineering, GIS, physical science, and more.

Come with questions! Topics we are happy to cover with you include: job opportunities, types of jobs & locations, what jobs you may qualify for, how to apply, tips & tricks to applying, what to include in your resume, career advice, and more.

Join using the link below or phone number below anytime between 10 a.m. and 2 p.m. MST. You are also welcome to attend a general information session from 10 to 10:30 a.m. MST and again at 12 to 12:30 MST.

For September 28th:
Join using this link: <https://bit.ly/2WTiedU> or audio only +1 202-650-0123..256826816#

For October 5th:
Join using this link: <https://bit.ly/3qZ3G3j> or audio only +1 202-650-0123..737750788#

For questions or more information, please contact Amber at amberdawn.kamps@usda.gov