

~ OCTOBER 30, 2023 ~



NEZ PERCE TRIBE

JOB OPENINGS

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 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 a High School Diploma/GED. 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. 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 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 a High School Diploma/GED. 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. 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 Technology Services is recruiting for: **CABLE TECHNICIAN III [HR-23-111] (Full-time/Lapwai)**. To provide support and installation of low voltage and outside plant cables and hardware. Works within a general outline of work to be performed developing work methods and sequences under direct supervision of Cable Technician III-Lead. Duties may also include providing project level supervision and management as well as performing technical labor applications of fieldwork. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) year of college. Requires six (6) months experience in cable installation. Requires acquiring tower climbing certificate within one (1) year of employment. May require physical fitness exam. Background check is required within first three (3) months of employment. 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 13)

Extended: The Nez Perce Tribe Department of Social Services Senior Citizens Program is recruiting for: **COOK [HR-23-132] (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' cooking experience. Must have or obtain Food Handler Permit within ninety (90) days of hire. 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.**

The Nez Perce Tribe Fisheries Resources Management/Production Division is recruiting for: **PROFESSIONAL I/SRBA PRODUCTION BIOLOGIST[HR-23-180] (Full-time/Dworshak Fish Hatchery, Ahsahka, ID.)**. To assist the Dworshak Hatchery Manager (USFWS) in production of 2.1 million Steelhead smolts, 1.1 million spring Chinook smolts, 280,000 coho, trout and other species as assigned. Responsibilities include: personnel supervision, scheduling, planning, fish culture and fish health, data collection, analysis, summarization and reporting. Work schedule includes rotating duty on weekends and holidays as assigned. Physical requirements are medium to heavy work that involves walking or standing most of the time and exerting up to 100 pounds of force on a recurring basis. Requires Bachelor's degree in related field. Related field and/or course work requirements defined in Job Expectations. Experience does not substitute for degree. Technical experience in related field preferred; demonstrated leadership experience preferred. Please include resume and degree with your NPT application. 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 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 17)

Extended: The Nez Perce Tribe Department of Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **HEALTH & SAFETY ASSISTANT [HR-23-181] (Full-time/Lapwai)**. To provide the Health and Safety Specialist administrative and technical support in the area of health, facilities, materials, equipment, and nutrition, to ensure program compliance with the Head Start Performance Standards. This will include maintenance and monitoring of program policies and procedures, recordkeeping and other duties as assigned. Requires one (1) year of college/technical training. AA/AAS degree in Early Childhood Education or health related field preferred. Requires candidate to obtain First Aide/CPR (to include infant/child), food handler's certificate, within three (3) months from date of hire; Complete Health Services credential within one (1) year of hire. Requires experience working with low-income parents/families, Tribal communities and programs, and other community agencies 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 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. **Closing date 11/10/23.** (Grade 9)

The Nez Perce Tribe Department of Fisheries Resources Management, Administration Division is recruiting for: **EXECUTIVE ASSISTANT I [HR-23-188] (Full-time/Lapwai)**. Provides administrative support for the Department Manager and Deputy Manager, the Harvest Division and for other Division Directors when needed. Responsibilities include preparing and following up on the Department's many agenda items for NPTEC, preparing personnel and purchasing actions for the Department Manager and Deputy, maintaining the Department's personnel files and the Department's NPTEC action files, and being the primary support staff interface with other Tribal Departments. Also includes preparation of correspondence, memos, schedules, documents and reports and performance of routine clerical tasks. Requires two (2) years of college education, or vocational technical degree, with emphasis in administrative skills, business, or closely related field, and four (4) years of related work experience (with two (2) years of Tribal government experience preferred). 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 15)

The Nez Perce Tribe Social Service/ TANF (Temporary Assistance for Needy Families) Program is recruiting for: **CASE MANAGER [HR-23-190] (Full-time/Lapwai)**. To provide direct case management to families accepted into the TANF Program. Responsible to assess skills, provide guidance to the clients to meet the goal of self-sufficiency in sixty (60) months emphasizing job development. Conducts interviews to establish the needs of each client, collect and analyze personal information. Applies written policies and criteria for services or benefits; manages workload with conflicting priorities; collaborate with case management to develop family self-sufficiency plans to include on-the-job placement, education assessment, identify barriers and methods to remove. Works within an outline of work to be performed developing work methods and sequences. This position is under the supervision of the TANF Director. Requires two (2) years of college education (48 credits). Three (3) years of relevant job experience may be substituted for each year of required college education. Requires three (3) years' experience in customer service field conducting and documenting fact-finding interviews, developing, and applying policies and criteria in the determination of client eligibility for services or benefits, managing workloads with conflicting priorities, entering, and retrieving data using a computerized records system; excellent computer experience and ability to learn the Technical Assistance System (TAS) program specific to TANF. 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. **Closing date 11/3/23.** (Grade 13)



The Nez Perce Tribal Committee (NPTEC) is recruiting for: **OPIOID RESPONSE MANAGER [HR-23-191] (Full-time/Lapwai)**. Seeking a qualified individual for the position of Opioid Response Manager. Position is supervised by the Nez Perce Tribal Executive Committee Chairman and will serve the entire reservation community. Will be tasked with coordinating with all existing Tribal programs currently working to address opioid addiction impacts on the community; developing joint concrete projects, including building and staffing transitional housing for patients who return to the community after attending rehabilitation centers; and applying for grant funding related to opioid recovery services. There are many other high priority areas of focus that this position would be tasked with overseeing. The ideal candidate will have positive managerial experience, social service experience, and the ability to get disparate programs to work together. Requires bachelor's degree in social work, social sciences, or related field or education and training equivalent to four (4) years of college. Requires eight (8) years of experience working in social work, social sciences, or related field. Requires three (3) years supervisory experience. Requires demonstrated written and verbal communication skills and computer experience. 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 24)

The Nez Perce Tribe Police Department is recruiting for: **DETECTIVE II [HR-23-192] (Full-time/Lapwai)**. To protect and serve the people of the Nez Perce Tribe. Responsible for enforcement of tribal, city, state, and federal laws, ordinances, codes, and regulations for assigned area of responsibility. Represents a full-time technical specialization for Detectives previously serving at the Detective I level. Requires two (2) years of college in Law Enforcement or closely related field. Requires proof of U.S. citizenship and proof of being at least twenty-one (21) years of age at the time of appointment. Requires basic police officer course graduation certificate from the Federal Law Enforcement Center (FLETC) or Indian Police Academy (IPA) or Peace Officer Standards and Training (POST) from any state, within one (1) year from date of hire. Requires valid Idaho driver's license and the ability to be insured under Tribal policy. The selected candidate must successfully complete an honesty interview and polygraph, drug urinalysis, psychological and medical evaluation and a complete background investigation prior to and to retain employment. The candidate must enter into a contract with the Nez Perce Tribe to work for four (4) consecutive years from date of hire. Must have an honorable, good conduct, or honorable discharge from the military service if applicable. Must have completed a basic eighty (80) hours Narcotic Investigation course and must have demonstrated experience investigating complex narcotic cases. Must have completed a total of forty (40) hours of crime scene investigation training and must have demonstrated advanced skills in working complex crime scenes. Hold Permanent Status as (Preferred) a Nez Perce Tribal Police Officer or as a Lateral Police Officer of a Federal, Tribal, State, county, municipal, or local police law enforcement agency or department. 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. **Open until filled.** (Grade 23)

The Nez Perce Tribe Police Department is recruiting for: **SCHOOL RESOURCE OFFICER (LATERAL) [HR-23-193] (Full-time/Lapwai)**. The purpose of the School Resource Officer and this description is an assignment responsibility within the Lateral Police Officer Class Description into the school systems within the boundaries of the Nez Perce Indian Reservation. The School Resource Officer will make themselves more available and responsive to the needs of the students in the schools where the officer is assigned, however, will respond to other schools within the boundaries of the Nez Perce Reservation or locations. Responsible in the investigations involving juvenile offenders or juvenile victims. Will be assigned to the Criminal Investigation Division supervisor who will plan, organize and direct the activities. Responsible for enforcement of tribal, city, state and federal laws, ordinances, codes, and regulations for assigned area of responsibility. Prefer this candidate be willing to reside within the boundaries of the Nez Perce



Reservation or resides 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 High School Diploma or equivalent and college level education preferred. Requires proof of U.S. citizenship and proof of being at least twenty-one (21) years of age at the time of appointment. Requires basic police officer course graduation certificate from the Federal Law Enforcement Center (FLETC) or Indian Police Academy (IPA) or Peace Officer Standards and Training (POST) from any state. Requires valid Idaho driver's license and the ability to be insured under Tribe's policy. The selected candidate must successfully complete an honesty interview and polygraph, psychological and medical evaluation and a complete background investigation prior to and to retain employment. The candidate must enter into a contract with the Nez Perce Tribe to work for four (4) consecutive years from date of hire. Must have an honorable, good conduct, or honorable discharge from the military service if applicable. Requires a positive work history that reflects strong work ethic, good character and a willingness to learn and follow instruction. Class/job 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. **Open until filled.** (Grade 21 Step 2)

The Nez Perce Tribe Department of Social Services/Indian Child Welfare is recruiting for: **'init' 'HOME" YOUTH MENTOR [HR-23-194] (Full-time/Lapwai).** The purpose of this class is to provide 24-hour care of clients in the sober living home and in-house activities, as well as to provide mentorship to resident youth clients 14-18 years of age. Provide support and coordination of services in partnership with appropriate agencies and partners. Addressing the needs of youth clients utilizing cultural knowledge, and values to ensure holistic recovery support in aftercare treatment. Requires working evenings, weekends, holiday and residing in the home when on duty. This position is under the direct supervision of the Init "Home" Coordinator. Requires one (1) year of experience dealing with children/youth in group environments. Requires a high school diploma/GED. Must obtain CPR and First Aid, and Food Handlers certification within 30 days of hire. Must be able to pass a criminal background investigation prior to employment or within fifteen (15) days of hire. The qualified applicant must be drug free and free from physical conditions, which might adversely affect performance as a youth care provider. 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 Department of Fisheries Resource Management-Research is recruiting for full-time regular position: **SNAKE BASIN COHO & AQUATIC INVASIVE SPECIES PROJECT LEADER [HR-23-195] (Full-time/Sweetwater, ID.).** Position to direct and conduct coho salmon and aquatic invasive species evaluations in Idaho, Oregon, and Washington. Complete the analysis and reporting of data and calculation of performance measures associated with coho fish data for Snake River basin to include adult escapement, spawner abundance, hatchery fraction, adult spawner spatial distribution, stray rate, effective population size, population metrics (size, age, sex class, run & spawn timing, etc.), in-hatchery variables, and other metrics are required. Direct and conduct activities to address all aspects of Aquatic Invasive Species Research to include documentation of which invasive species are present throughout traditional Nez Perce territory. This will require working with internal and external partners for successful completion of these project. Prepare and submit study proposals, annual statement of work and budget to funding entities for continued funding. Demonstrated competence with data management, analysis, and statistical programming languages, e.g., Python, R, SQL, git. Knowledge of Bayesian and Frequentist approaches to mark-recapture modeling. Experience creating/maintaining tools and routines to process large amounts of data and automated reporting. Requires a B.S in Fisheries or closely related field (M.S. preferred) with five years (3 year with M.S. degree) of professional level experience and two years supervisory experience. Please include official transcripts and resume.



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. **Closing date 11/10/23.** (Grade 22)

The Nez Perce Tribe Education Manager is recruiting for: **K-12 EDUCATION SPECIALIST (EDUCATION) [HR-23-196] (Full-time/Lapwai).** To coordinate cross agency collaboration and consultation on federal, state, and tribal education programs that improve Native American student's academic achievement and identification for eligibility for federal education programs. The position is supervised by the Education Manager. The class is responsible for meeting Project Director requirements, in close coordination with Education Manager, for a newly funded 5-year federal Department of Education, Office of Indian Education, Idaho Tribal Education Agencies (TEA) Consortium State Tribal Education Partnership (STEP) Program grant. The TEA consortium also includes the Coeur D'Alene and Shoshone Bannock Tribes. Nez Perce Local Education Agency (LEA) partners include Kamiah, Lapwai, and Lewiston (50 Native American students or higher in school district). Responsible for maintaining regular communication and coordination with the Education Manager on implementation, monitoring, and evaluation of grant and program activities, including compliance, budgets, and evaluation. Fosters and prioritizes positive working relationships with LEAs, aka public schools, State Education Agencies (SEAs), other Tribal Education Agencies (TEAs), funding agencies or foundations, tribal government and affiliate partners, and external networking agencies or organizations. Expands cross agency coordination and consultation with SEA, LEAs, and other TEAs through written MOU(s) and Tribal Consultation Plan with SEA and LEAs as required by Every Student Succeeds Act (ESSA). Participates in personal capacity building needed to meet the grant's goals and objectives. Provides onsite and distance technical assistance to partner TEAs to implement, monitor, and evaluate the grant. Organizes and helps facilitate, with other TEA staff, professional development sessions with the SEA and partner LEAs on tribal culture, history, and language, Native American student academic achievement improvement, college readiness, career pathways, Native American student engagement, and Native American community engagement. Reviews and analyzes Native American student achievement data to make decisions on program directions and policy needs. Works with SEA, TEA, and tribal informants (students, families, Elders, cultural resource specialists, leaders) to improve count and identify Native American students in public schools. Assists in readiness and implementation activities for the Nez Perce TEA to expand administration of Indian Education Formula Grant Programs. Responsible for using data management and tracking system to document scope and outcome of program Logic Model and Evaluation Plan. Maintains confidentiality and professionalism at all times. Requires Bachelor's degree in Education or closely related field. Emphasis in working with Native American students preferred. Requires two (2) years of work experience in public schools or college/university setting. Previous experience overseeing grants, evaluation processes, and maintaining partnerships preferred. Understanding Federal Indian Education Formula Grant Programs and State Elementary and Secondary Education Act (ESEA) Programs preferred. Experience with Native American organizations as well as the Nez Perce culture preferred. Must be able to pass a criminal background check. 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.** (Grade15)

Open to All qualified (In-House & General Public) for the following positions:

The Nez Perce Tribe Department of Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **EARLY HEAD START PROGRAM ASSISTANT(S) [HR-21-175] (Full-time/Lapwai).** August through May (nine (9) months),



thirty-two (32) hrs. per week, Monday through Thursday. To assist the program as directed in delivery of services to children and their families; Requires working with children 0-5 years of age; Requires light work that involves walking, standing, kneeling, stooping, bending, sitting on chair or floor, and carrying or lifting up to 50 pounds on a recurring basis. Promotion of clean safe, and cheerful environment for children, also establishing and maintaining consistency of rules. Assists in all phases of classroom operations. Assist with children in daily classroom functions; eat and interact with children at mealtimes, serving as an appropriate model to the children. As directed by Lead Teacher or Teacher Assistant prepare materials as needed to carry out weekly lesson plans. Attend and participate in staff meeting, training programs, and teaching workshops; successfully complete CDA certification within six (6) months of appointment and maintain CDA certification as required. Bus monitoring duties as assigned; actively supervise children at all times. Assists in keeping the building and playground in clean and safe condition. Complete janitorial duties as assigned. Perform other duties/tasks as directed/assigned. Requires High School Diploma/GED. Shall obtain Food Handler's card, CPR and First Aid Certification. Requires criminal background check/fingerprint check, physical exam, and TB test prior to appointment. 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. **Open until filled. (Grade 6)**

The Nez Perce Tribe Department of Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **EARLY HEAD START PROGRAM ASSISTANT(S) [HR-21-176] (Full-time/Kamiah).** August through May (nine (9) months), thirty-two (32) hrs. per week, Monday through Thursday. To assist the program as directed in delivery of services to children and their families; Requires working with children 0-5 years of age; Requires light work that involves walking, standing, kneeling, stooping, bending, sitting on chair or floor, and carrying or lifting up to 50 pounds on a recurring basis. Promotion of clean safe, and cheerful environment for children, also establishing and maintaining consistency of rules. Assists in all phases of classroom operations. Assist with children in daily classroom functions; eat and interact with children at mealtimes, serving as an appropriate model to the children. As directed by Lead Teacher or Teacher Assistant prepare materials as needed to carry out weekly lesson plans. Attend and participate in staff meeting, training programs, and teaching workshops; successfully complete CDA certification within six (6) months of appointment and maintain CDA certification as required. Bus monitoring duties as assigned; actively supervise children at all times. Assists in keeping the building and playground in clean and safe condition. Complete janitorial duties as assigned. Perform other duties/tasks as directed/assigned. Requires High School Diploma/GED. Shall obtain Food Handler's card, CPR and First Aid Certification. Requires criminal background check/fingerprint check, physical exam, and TB test prior to appointment. 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. **Open until filled. (Grade 6)**

The Nez Perce Tribe Department of Boys & Girls Club is recruiting for: **MEMBERSHIP SERVICES DIRECTOR [HR-22-178] (Full-time/Lapwai).** Responsible to perform a variety of office manager duties for program staff regarding the Boys & Girls Club as authorized under the Boys & Girls Club Management. Employee is the primary link of communication between members, parents, and the general public. Responsible for maintaining a positive, friendly interactions, and maintain a clean, organized image at the front counter. Serves as the receptionist and office manager. Is the data processor and generally works within established procedure to ensure task accomplishments. Directs the public to information and resources, as well as the program managers and administration when necessary. Must keep current records in the Membership Tracking Services (MTS). Position is supervised by the Executive Director of the Boys & Girls Club. Requires one (1) year of college experience or technical training equivalent to one year or High School Diploma/ GED with three years' work experience with a Boys & Girls Clubs of America. Requires minimum of two (2) years' experience in customer service and be willing to receive continuous on-the-job training as needed. 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. **Open until filled. (Grade 9/Step 4)**



The Nez Perce Tribe Department of Boys & Girls Club is recruiting for: **YOUTH DEVELOPMENT PROFESSIONAL [HR-22-179] (Part-time (29 hrs. or less)/Lapwai)**. 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. **Open until filled. (Grade 9/Step1)**

The Nez Perce Tribe Department of Environmental Restoration and Waste Management Program is recruiting for: **HYDRO-GEOLOGIST SPECIALIST/PROFESSIONAL III [HR-22-194] (Full-time/Lapwai)**. Will be responsible for reviewing, analyzing, and developing written comments on activities at the Hanford Site. The position requires a Bachelor's degree (Master's preferred) in Geology, Geochemistry, Geophysics, Environmental Science, Nuclear Science, Soils or a closely related field. Required knowledge, skills and experience with; the development of experimental study designs, advanced statistical analysis, monitoring and evaluation of large-scale management programs, report writing, journal publications and professional presentations. Requires three (3) years professional level experience with Bachelor's or one (1) year professional level experience with Master's degree. Requires two (2) years supervisory experience. Please provide proof of degree. 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 20)**

Extended: The Nez Perce Tribe Department of Natural Resources/Bio-Control is recruiting for: **PROFESSIONAL II/BIOLOGICAL CONTROL CENTER COORDINATOR [HR-23-133] (Full-time/Lapwai)**. The primary duties are to coordinate and provide oversight to the operations and maintenance of the Nez Perce Biocontrol Center (NPBC) through securing operational funds (agreements & contracts) to promote the use of biological control organisms (primarily insects) to combat noxious weeds on the larger landscapes with an emphasis of increasing the availability of newly approved agents (primarily insects) and those in limited supply. The primary duties are based around five primary Goals including: 1) Increase the availability of biological control of weeds organisms that are newly approved or are in limited supply in Idaho and Pacific Northwest; 2) Provide bio-control technology transfer to landowners and managers; 3) Redistribute bio-control agents from field insectaries to areas of need; 4) Monitor past and current releases with cooperators to determine bio-agent present/absence and tract vegetation changes from representative areas utilizing SIMP methodology; and 5) Assist in biological control of weeds implementation in Idaho by managing the Statewide Biological Control Agent Release Database. Will train all subordinate positions (Professional I, Technicians, and Aides) on all aspects necessary to fulfill the NPBC goals, objectives and associated tasks as they relate to annual work plans and staying within the Tribe's organizational guidelines and policies. Preparing progress reports of major activities will be performed or scheduled as requested by the Land Services Director and to those cooperators outlined in annual work plans. Below lists the essential tasks of the NPBC Coordinator. Requires bachelor's degree (master's preferred) in related field. Related field and/or coarse work requirements defined in job expectations. Requires three (3) years related professional experience or one (1) year professional experience with master's degree. Experience must be at a professional level. Requires one (1) year supervisory experience. 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 19)**



The Nez Perce Tribe Dept. of Natural Resources/Water Resources Division is recruit for: **PROFESSIONAL II/BROWN-FIELDS TRIBAL RESPONSE PROGRAM COORDINATOR [HR-23-140] (Full-time/Lapwai)**. Salary: \$55k-\$65k DOE plus generous benefits package. We are looking for a dynamic, self-motivated professional to join our creative, supportive, results-driven team to help transform vacant lots and blighted properties into healthy community spaces. Job duties will include conducting and overseeing environmental site assessments; data collection, analysis, and management; contract creation and supervision of subcontractors; technical report writing, budget management; professional presentations; and grant writing. Position requires a bachelor's degree in geology, hydrology, engineering, chemistry, environmental science, planning, or related field (master's preferred). Requires three (3) years related professional experience or one (1) year professional experience with master's degree (experience must be at the professional level). Minimum one (1) year supervisory experience required. Please provide cover letter, and college transcripts along with resume. [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 19)

The Nez Perce Tribe Police Department is recruiting for: **CORRECTIONS SERGEANT [HR-23-151] (Full-time/Lapwai)**. This is an important position in the Police Department which requires current certification in an approved Corrections and/or Detention academy. This position assigned area of responsibility will primarily be the new correctional facility; provides input into training staff, supervises correctional officers and reviews all inmate complaints among other duties. Requires basic police officer course graduation certificate from the Federal Law Enforcement Center (FLETC) or Indian Police Academy (IPA) or Peace Officer Standards Training (POST) from any state. The selected candidate must successfully complete an honesty interview and polygraph, psychological and medical evaluation, and a complete background investigation prior to and to retain employment. The candidate must enter into a contract with the Nez Perce Tribe to work for four (4) consecutive years from the date of hire. Must have an honorable, good conduct, or honorable discharge from the military service, if applicable. Requires six (6) years' experience in Law Enforcement or related field. Requires three (3) years supervisory experience, demonstrated leadership capabilities and knowledge of management and supervisory practices. [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 17)

The Nez Perce Tribe Police Department is recruiting for: **POLICE OFFICER (LATERAL) [HR-23-158] (Full-time)**. To protect and serve the people of the Nez Perce Tribe. The class is responsible for enforcement of tribal, city, state, and federal laws, ordinances, codes, and regulations for assigned areas of responsibility. Works within a general outline of work to be performed; develops work methods and sequences under general supervision. Must reside within thirty (30) miles' radius of assigned workplace and response from residence to the Nez Perce Indian Reservation within thirty (30) minutes of notification when on-call or recalled to duty for emergencies and manning shortfalls. Requires a High School Diploma/GED or equivalent and college level education preferred. Requires proof of U.S. citizenship. The lateral entry officer must be at least twenty-one (21) years of age. Requires basic police officer training course graduation certificate from the Federal Law Enforcement Center (FLETC) or Indian Police Academy (IPA) or Peace Officers Standards and Training (POST) Academy from any state. The selected candidate must successfully complete an honesty interview and polygraph, drug urinalysis, psychological and 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 four (4) consecutive years from date of hire. Successful applicants will be placed on a one (1) year probationary period to be completed before permanent assignment. Requires a positive work history that reflects a strong work ethic, good character and a willingness to learn and follow instructions. [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. **Open until filled.** (Grade 21/\$31.71 (DOQ))



The Nez Perce Tribe Mamáy'asnim Hitéemenwees is recruiting for: **TWO (2) HEAD START TEACHERS (SUCCESSFUL APPLICANT WILL BE ASSIGNED EITHER HS TEACHER II or III DEPENDING ON QUALIFICATIONS) [HR-23-164] (Full-time - 9 months/Lapwai).** **TEACHER II:** Requires minimum an AAS or AA in ECE. Must have excellent demonstrated communication skills, both oral and written, be computer literate and possess the ability to relate to children. Demonstrate knowledge and ability to apply early childhood education philosophy dealing with the "whole Child" to include working with special needs children. Requires background check, physical exam, and TB test; must obtain CPR and First Aid Certification. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Prefer a valid driver's license but would require that the incumbent obtain a valid driver's license within six (6) months of appointment with the ability to be insured under the Tribe's policy. If you already have a driver's license, you 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 9).** **TEACHER III:** Requires minimum a BAS or bachelor's degree in ECE or a bachelor's degree in related field with a current CDA and one-year related experience. Responsible to lead and supervise classroom activities. Responsible for planning and implementing and evaluating educational activities in compliance with HS Performance Standards. Must have excellent demonstrated communication skills, both oral and written, be computer literate and possess the ability to relate to children. Demonstrate knowledge and ability to apply early childhood education philosophy dealing with the "whole Child" to include working with special needs children. Requires background check, physical exam, and TB test; must obtain CPR and First Aid Certification. Class description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, pre-employment drug testing required. Prefer a valid driver's license but would require that the incumbent obtain a valid driver's license within six (6) months of appointment with the ability to be insured under the Tribe's policy. If you already have a driver's license, you 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 11).**

The Nez Perce Tribe Mamáy'asnim Hitéemenwees - Lapwai Center is recruiting for: **BUS DRIVER [HR-23-165] (Full-time - 9 months/Lapwai).** To assist the program as directed in delivery of services to children and their families; transport children to and from school and field trips, work with Head Start families, conducts bus inspections, and maintains assigned bus as required. Maintains daily bus logs and up-to-date passenger list. Assists teaching staff on field trips and in the classroom, assists with program activities such as setting up for special events or meetings. Conducts visits to families in need of transportation services as necessary, develops routes and transportation schedules in consultation with supervisor. Requires High school diploma or GED. Requires a Commercial Driver's License (CDL). Requires 3 - 6 months experience. Requires CPR and First Aid Certification within 30 days of hire. Requires criminal background/fingerprint check, DOT physical exam, and TB test prior to appointment. 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 5)**

REVISED (F/T TO P/T): The Nez Perce Tribe Boys & Girls Club is recruiting for: **MEMBERSHIP SERVICES DIRECTOR [HR-23-168] (Part-time/ Kamiah).** Responsible to perform a variety of office manager duties for program staff regarding the Boys & Girls Club as authorized under the Boys & Girls Club Management. Employee is the primary link of communication between members, parents, and the general public. Responsible for maintaining a positive, friendly interactions, and maintain a clean, organized image at the front counter. Serves as the receptionist and office manager. Is the data processor and generally works within established procedure to ensure task accomplishments. Directs the public to information and resources, as well as the program managers and administration when necessary. Must keep current records in the Membership Tracking Services (MTS). Position is supervised by the Executive Director of the Boys & Girls Club. Requires one (1) year of college experience or technical training equivalent to one year or High School Diploma/ GED with three years' work experience with a Boys & Girls Clubs of America. Requires minimum of two (2) years' experience in customer service and be willing to receive continuous on-the-job training as needed. 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. **Open until filled.** (Grade 9/Step 4)

The Nez Perce Tribe Boys & Girls Club is recruiting for: **YOUTH DEVELOPMENT PROFESSIONAL(S) [HR-23-169] (Part-time (29 hrs. or less)/Kamiah)**. 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. **Open until filled.** (Grade 9/Step1)

The Nez Perce Tribe Dept. of Natural Resources/Water Resources Division is recruiting for: **PROFESSIONAL I/ENVIRONMENTAL SPECIALIST [HR-23-174] (Full-time/Lapwai)**. To assist the Program Coordinator in working on multiple projects designed to characterize and clean up contaminated soil and groundwater. Daily tasks include; conducting and overseeing environmental site assessments; data collection, analysis, and management; reading through contracts and collaborating with subcontractors; technical report writing; budget reporting; professional presentations; training and development; UST (Underground Storage Tank) Compliance Assistance visits; overseeing Tank closure operations. Requires a bachelor's degree in geology, hydrology, engineering, chemistry, environmental science, planning, or related field. Technical experience in related field preferred; demonstrated leadership experience preferred. Please include college degree, and cover letter. 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 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 17)

The Nez Perce Tribe Students for Success Program is recruiting for: **PROJECT COORDINATOR [HR-23-189] (Full-time/Lapwai)**. Position may continue beyond one (1) year contingent on funding. Position may drop to part time (29 hours or less) depending on funding. Will report directly to the Students for Success Director. Responsibility to deliver reservation-wide outreach. Requires excellent organizational and multi-tasking skills to oversee and implement grant initiatives. Responsible for supervision of project staff, project activity planning, monitoring and evaluation. Must have excellent writing and oral communication 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 job experience may be substituted for each year of required college education. Requires (3) years of prevention and program/grants administration experience, and one (1) year supervisory experience. Experience working with Native American students and families is 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. **Closing date 11/10/23.** (Grade 14)

For current grade and pay scale go to www.nezperce.org to review.

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

- **The Department of Agriculture/Forest Service is recruiting for: Tribal Resource Assistant Program Intern.** Under the guidance and supervision of the Regional Tribal Relations (TR) Program Manager, intern will provide support to the Northern Region Forest Service's Tribal Relations Program, including, but not limited to: Ensuring correspondences and meetings with American Indian tribes are accurately documented and appropriately filed; ensuring tribal leaders' contact information is current; establishing a database for Tribal Liaisons to enter information on consultation and coordination; assisting with scheduling, facilitating and documenting meetings. For more information and how to apply go to [Resource Assistant Program \(RAP\)](#). **Closing date 10/31/23.**
- **Consumer and Governmental Affairs Bureau, Office of Native Affairs and Policy at the Federal Communications Commission located in Washington, DC. is recruiting for: Attorney Advisor.** Serves as a senior attorney advisor to the Chief and Deputy Chief, on all policy matters. Provides expertise on Tribal issues and ensures that the Commission's telecommunications regulatory policies with respect to federally recognized American Indian Tribes, Alaska Native Villages, Hawaiian Homelands, and other Native Communities are implemented and met. Provides expert advice to the Office Chief on legal issues affecting broad policy matters; and evaluates current and potential policy issues; and initiates original research and investigation analysis. Keeps abreast of legal developments affecting Tribal governments and Tribal lands by reviewing court and Commission decisions, professional publications, and trade press; researching legislative, decisions, opinions and regulation. Based on such knowledge, reviews agenda items and other documents (e.g., draft proposals) prepared for the Office Chief's signature or concurrence. Drafts materials, remarks, or speeches for the Office Chief, Deputy Chief, and Bureau Chief for presentations to Tribal governments, Native communities, industry groups, and other professionals and governmental groups – providing legal analysis and Tribal policy relevance in covering current communications matters of interest and importance. Represents the Office Chief and interfaces with Congress and Tribal, Federal, state, and local government officials, in consumer and industry meetings, discussions, policy forums, etc., addressing changes in Bureau/FCC initiatives and their impact on American consumers, Tribal governments, Native communities, Tribal lands and the telecommunications industry. Reviews legislative and rule-making proposals, position papers, correspondence and agenda items originating in the various Offices/Bureaus; evaluates policy implications, legal or factual adequacy, completeness and comprehensiveness of coverage. Works on matters and items that directly influence FCC policy making and regulatory developments. For more information and how to apply go to <https://www.usa-jobs.gov/job/757068600>. **Closing date 11/23/23.**

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- The Nez Perce -Clearwater National Forest is recruiting for: Executive Assistant.** This is a full-time position with a duty station of Kamiah, ID. The Executive Assistant is responsible for calendars, meetings, and travel for the Forest Supervisor and Deputy Forest Supervisor. Scheduling meetings and making arrangements such as preparing agendas, notifying participants, reserving conference space and similar matters are just to name a few of the daily tasks. The incumbent will schedule, take notes and attend Forest Leadership Team meetings, working closely with the facilitator to draft meeting agendas and organize a changing meeting schedule as needed. For more information go to:
https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Foutsreach.gdcii.com%2FAttachments%2F190195E91253413B946A2277DB49131A.docx&wdOrigin=BROWSELINK&fbclid=IwAR1idv6blD3O-MnXTAASUuYa6kTA_PN1B7xEpqj3t8daP0rGXVgne7YL9QI. **Open until filled.**
 - NWIC (Northwest Indian College) is recruiting for: Student Success & Support.** This position is at the **Nez Perce location**. The Student Success and Support Administrator will provide administrative and student support to college and community education students who are admitted or seeking admissions to Northwest Indian College. This position will engage students weekly during the Fall quarter and provide technical, academic, and emotional support, by answering questions, especially as students navigate their first college quarter during the pandemic. The Student Success and Support Administrator will support both the Nez Perce Site Staff and Faculty, as well as the Site Manager on student outreach, recruitment, and retention coordination. During these Covid-19 times, more inquiries, applications, and admitted/registered students have been made to NWIC. This position is necessary to provide administrative and student support for program entry with the increased work and navigational access barriers created by COVID-19. For more information and how to apply go to www.nwic.edu. **Open until filled.**
 - Lewiston School District is recruiting for: Indian Education Coordinator.** The job of Indian Education Coordinator is done for the purpose of assisting with the oversight of the District's Indian Education Program. Responsibilities include leading, coordinating and facilitating student success by being a resource for the needs and education of indigenous students; advocating for diversity, equity and intercultural competency; creating an educational environment of inclusiveness, equity and respect for all people; partnering with District leaders and principals to assess and monitor the District's progress toward attaining program goals and objectives; supporting the ongoing needs of participating families; ensuring compliance with the Title VI/Johnson O'Malley (JOM) program requirements; promoting related programs within the community; developing partnerships with local organizations and agencies; and preparing required supporting documentation and reports. For more information and how to apply go to <https://www.lewistonschools.net>. **Open until filled.**
 - Nez Perce County is recruiting for: Senior Account Clerk, Heavy Equipment Operator, Custodian, Extra Help Part-Time Juvenile Detention Support Technician.** The advertisements will remain open until filled. For more information and how to apply go to www.co.nezperce.id.us/Departments/Personnel. EOE and accords preference to qualifying veterans.
 - Bonneville Power Administration (BPA) is recruiting for motivated individuals who desire a challenging, but highly rewarding career in the electric utility industry.** BPA's apprenticeship training programs are recognized for being among the best in class for safety and quality training. Looking for Lineworkers, High-voltage Electricians, and Substation Operators. For more information on these rewarding apprenticeship jobs go to <https://www.bpa.gov/about/careers/explore-a-career-at-bpa/bpa-apprenticeship-program>. **Open until filled.**
 - Nez Perce Tribal Housing Authority is recruiting for: Maintenance/Construction Worker.** For our rental units in the **Lapwai area**. Minimum four years' experience in residential maintenance/construction, high school diploma or GED, valid driver's license and be insurable. Skilled in-home repairs, construction knowledge in carpentry, plumbing,



electrical, roofing, sheet rocking and painting. Legible writing, ability to document all work performed on appropriate forms, communication skills and great customer service. Excellent benefits, Tribal & Indian Preference will apply. The NPTHA reserves the right to transform this position into a training position if sufficient Indian Preference applications are not received. Submit NPTHA employment application to: Nez Perce Tribal Housing Authority, P.O. Box 188, Lapwai, ID 83540. More info: (208) 843-2229. **OPEN UNTIL FILLED. Maintenance/Construction Worker.** For our rental units in the **Kamiah/Orofino area**. Minimum four years' experience in residential repair/construction, high school diploma or GED, valid driver's license and be insurable. Skilled in-home repairs, construction knowledge in carpentry, plumbing, electrical, roofing, sheet rocking and painting. Legible writing, ability to document all work performed on appropriate forms, communication skills and great customer service. Please send application, and 3 work-related references to: Executive Director, Nez Perce Tribal Housing Authority, P. O. Box 188, Lapwai, ID 83540. Or email nptha@nezperce.org. **OPEN UNTIL FILLED. Finance & Operations Manager:** To administer and manage all aspects of accounting and general operations. Full time w/excellent benefits. Bachelor's degree in business or accounting; 3 yrs. experience as full charge bookkeeper; (or Associate degree with 5 yrs. full charge bookkeeping); Requires three (3) yrs. supervising experience. Direct experience in public/Indian housing accounting, banking, financing, audit preparation is desirable, applicant must possess excellent verbal and written communication skills, knowledgeable in human resource & payroll mgmt., financial reporting, proficiency in financial software applications, and procurement practices. Salary - DOQ, Indian preference will apply, **OPEN UNTIL FILLED.** Send NPTHA job application and three (3) work related references to: Executive Director, Nez Perce Tribal Housing Authority, P. O. Box 188, Lapwai, ID 83540. Or email lauriec@nezperce.org. For more information please call 208 843-2229.

- **Lapwai School District is recruiting for: HS Girls Assistant Softball Coach, Kitchen Cook, Behavior Interventionist, Special Education Instructional Assistant.** Applications can be found on the website www.lapwai.org, or contact Connie Desjarlais at the District Office: (208) 843-2622 at ext. 3. **Positions are open until filled.**
- **Idaho Department of Labor Lewiston, ID is recruiting for: Truck Driver/Part-time (#2117827), Finance & Operations Manager (#1937865), Extraboard (#2115444), School Bus Driver (#2117290), Case Manager (#2118255), Shift Leads (# 1881302), Clinic Medical Assistant (#2114419), Weatherization Auditor Inspector (#2085164), Cashier/Food Prep. (#2060166), Associate III (# 2111371). Orofino: Certified Medical Assistant (#2120149), Clinic Navigator/Kamiah (#2120148), Store Clerk/Craigmont (#JC250430564), Equipment Operator/Craigmont (#2075197), Maintenance Construction Worker/Lapwai (#2117771), Maintenance Construction Worker/Orofino (#1937862), Information Technology Director (#2110954), Cook (#2111389), Tire Technician (#2104216), FedEx Hiring Event Truck Drivers/Will Train (# 2113739).** For more information and how to apply go to <https://idahoworks.gov>. **Closing dates vary with positions.**
- **AVISTA is recruiting for: Mechanical Engineer, Fleet Driver, Salesforce Administrator, Business Systems Analyst-Customer Care & Billing, Journeyman Lineman, Line Foreman, Journeyman Protection Control Meter Technician.** For more information and how to apply go to www.myavista.com/about-us/working-at-avista.
- **Big Sky Watershed Corps/AmeriCorps is recruiting for: Seeking individuals who are looking to gain experience in the natural resources while making measurable impact in communities throughout Montana.** If you are interested in project design and implementation, community outreach and education, organization development, volunteer generation and management; we want to hear from you! For more information go to <https://story-maps.arcgis.com/stories/38c9d47974e84d6d99510c88c164d355>. **Open until filled.**



Latest Job Information for the Northern Region of the Forest Service



For all the latest on our jobs including:

- All permanent positions including entry level jobs, professional positions, and technical positions.
- Permanent Seasonal Forestry Technicians Hiring Event - October 19th - November 22, 2023 - Positions will be available in various locations across the nation, location information will be available on the USAJOBS announcements. Includes: Forestry Aid GS-0462-03/04/05 positions with full performance level to the GS-05 Forestry Technician GS-0462-05 positions with full performance level to the GS-07
- 2024 Summer Jobs (Temporary) Hiring Event - October 26 - November 8th, 2023 - This will include hiring of our 2024 summer positions including: fire fighters, timber/forestry, recreation, trails, wilderness, engineering, surveying, archeology, fisheries, wildlife, visitor services, and more.
- Information about more upcoming National hiring events planned in September, October, & November for entry & mid-level jobs

[PLEASE CLICK HERE](#) or go to: <https://mailchi.mp/3cd06d3ed131/latest-job-info>

NOTICE

Nez Perce Tribal Grant Writer Position - Contractual

The Nez Perce Tribe seeks qualified candidates to apply for a contractual position as one of three grant writers serving the Tribe. Applicants must be self-motivated and capable of working both independently and as part of a team at a professional level equivalent to full-time employment



and must provide evidence of excellent writing skills. Work will require initiative, organization, and strong verbal and written communication skills with Tribal departments and programs.

The grant writer will be responsible for researching federal and state grant opportunities and development of all components of single or multiple grant proposals as required within a punctual and productive manner. The grant writer will report to the Principal Grant Writer and will receive guidance in writing successful federal grant applications. Applicants must have at least three years of grant writing or funding experience and familiarity with the Nez Perce Tribe and working within a Tribal community or governmental environment. Tribal preference will apply.

Responsibilities:

- Develop and write grant proposals to meet Tribal needs as defined by management and leadership.
- Research, identify, summarize, and present grant announcements from public and private sources/government and non-government agencies that align with the targeted needs of the Tribe.
- Record retention of supporting documentation, guidelines, requirements, and deadlines associated with all grants.
- Provide monthly written reports of grant writing activities and services.
- Provide technical assistance to program staff on existing grants such as application modification and funding continuation.
- Conduct research for cultural, statistical, historical, and economic data for the use of grant proposals.

To apply, submit the following:

- A one-page letter explaining why you wish to serve as a grant writer for the Nez Perce Tribe.
- Three samples of your writing skills - not to exceed 10 pages
- Three references
- Resume, including employment history
- Any other pertinent information

Send materials via email no later than 4 p.m. on Friday, November 3, 2023, to grants@nezperce.org.

All applicants will receive acknowledgment of receipt of their application materials and review by the selection committee. Interviews will be conducted for finalists during the week of November 6. Projected start date: November 13, 2023.



NOTICE

Contractual Position Advertisement

Nez Perce Tribe AmeriCorps / Vista Project Director

The Nez Perce Tribe is currently seeking a full-time contractual position (30-40 hours a week), **earning \$ 45,000 to \$ 50,000 a year DOE, at a rate of \$ 25- \$28 an hour DOE**, to serve as the AmeriCorps Project Director that will be under the Economic and Community Development Planning office. The position is funded by the AmeriCorps National Service Organization and the Nez Perce Tribe to coordinate the AmeriCorps Vista program, which currently consists of 5 VISTA service members and their hosts.

The AmeriCorps Program Director provides adequate supervision and the required report and documentation for AmeriCorps VISTA service members. The Program Director has full-time responsibility for the development and operation of the AmeriCorps Tribal Wa'pay'a'taat, People of Service, Program. The Wa'pay'a'taat AmeriCorps Vista program will focus its resources and efforts on providing support to tribal programs and the community, such as:

- Will coordinate and conduct public relations and marketing to introduce and promote the AmeriCorps program to the community.
- Become the face and brand of the AmeriCorps Program in the community.
- Will be in charge of publicizing the program in the community on an ongoing basis.
- Develop and expand partnerships with tribal departments and programs, community organizations, schools, government agencies, businesses, and community members.
- Administer functions related to staff development, scheduling, evaluation, and project and event planning.
- Support AmeriCorps initiatives in the community.
- Develop and conduct training and orientation material for the program.
- Compile, research, store, manage, and report on data for the AmeriCorps Program.

All those interested please send a resume, two letters of recommendation or contact information for two former employers, and a cover letter by **November 2, 2023, by end of business day** to Ann McCormack, Economic, and Community Development Planner at annm@nezperce.org. (208) [621-3710](tel:621-3710).



*The Healing Lodge
of the
Seven Nations*

WE ARE HIRING

PHYSICAL EDUCATION SPECIALIST

- \$25.64-\$38.46/hour, DOE/DOQ
- Tues-Sat, 12:00pm-9:00pm
- AA/AS in Education w/a certification in Physical Education, Health Fitness Specialist, Sport & Exercise Science, Kinesiology, or related field required.
- Must have a valid Driver's License and clean driving record.
- Must have a current fitness instructor certification and/or WA State Secondary Teaching Certificate (grades 7-12) with endorsements in physical education or related discipline.

**FOR MORE DETAILS AND TO
APPLY, GO TO OUR WEBSITE**

WWW.HEALINGLODGE.ORG



CONTACT US
509-795-8324