

~APRIL 28, 2025 ~



# NEZ PERCE TRIBE

## JOB OPENINGS

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### 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.

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*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-24-115] (On-Call/Kamiah)**. To operate "Appaloosa Express" tribal transit buses on prescribed routes as assigned. Requires a high school diploma or 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 Admin-



istration 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) 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-24-116] (On-Call/Lapwai).** To operate "Appaloosa Express" tribal transit buses on prescribed routes as assigned. Requires a high school diploma or 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) 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: **BUS OPERATOR/DISPATCHER [HR-24-117] (Full-Time/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 DWI or Moving Violations in the past five (5) years; and not more than three (3) moving violations convictions within the last thirty-six (36) months. Must pass the Department of Transportation (DOT) physical (medical) exam which includes a drug screen in order to operate Appaloosa Express vehicles. Requires five (5) years' experience in the operation of a motor vehicle. One (1) year experience operating a commercial motor vehicle and one year in a customer environment 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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 12)**

The Nez Perce Tribe Boys & Girls Club is recruiting for: **YOUTH DEVELOPMENT PROFESSIONAL(S) [HR-24-196] (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 or 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) 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 Education/ECDP Program is recruiting for: **CUSTODIAN [HR-24-210] (Full-time/Lapwai)**. Responsible for cleaning all ECDP buildings and premises according to procedures, checklists, and general supervision of the Health & Safety Specialist. Ensures all ECDP buildings and premises including storage sheds are locked on a daily basis. Maintains entranceways to buildings, including sidewalks and trash. Maintain ECDP grounds and playground year-round. Requires handling or using machines or equipment. Requires six (6) months experience in the custodial or general maintenance field. Requires High School Diploma/GED. 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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 5)**

**Extended:** The Nez Perce Tribal Gaming Commission is recruiting for: **OFFICE SPECIALIST II [HR-25-102] (Full-time/Lewiston)**. To provide general clerical support. Responsible for assigned tasks and customer service. Works according to some set procedures requiring some decision making under general supervision. Requires high school diploma/GED, and one (1) year of college or technical training. Three (3) years of experience in a like position can be substituted for one (1) year of college or technical training. Requires six (6) months general office experience. Must be 18 years of age or older. 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. Must provide a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **This position closes 5/9/25. (Grade 7)**

The Nez Perce Tribe Department of Boys & Girls Club is recruiting for: **PROGRAM DIRECTOR [HR-25-109] (Full-time/Lapwai)**. The Program Director is a member of the administrative staff team, assisting the Unit Director and supporting Club personnel, Club members and all Club grants, programs, activities and events. Responsible for providing onboarding and continued training for Club personnel, supervising Club personnel, ensuring safe, fun and a positive environment; Will provide guidance and discipline for Club members and notify or communicate with Club member's parent/guardian on any Clubhouse information, accident/incidents and/or behavioral issues and suspensions involving their child. Requires two (2) years of college education (48 credits). Three (3) years of relevant experience is equivalent to one (1) year college. Must possess and maintain CRP, First Aid, and Automated External Defibrillator (AED) Certification within six (6) months of employment. Must pass a criminal background check. Requires previous management experience and one (1) year supervisory work experience with youth ages 5-18. Experience with Boys & Girls Clubs 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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 13)**



The Nez Perce Tribe Water Resources Division is recruiting for: **WATER RESOURCES TECHNICIAN I [HR-25-113] (Full-time Seasonal/Lapwai)**. This seasonal position starts in March or April and ends in October or November, depending on the weather for riparian tree planting. The successful applicant will join a professional and experienced team working to restore and enhance streams and wetlands. Primary duties include planting potted trees along streams using power and hand tools, building and installing protective tree cages, and supplemental watering at riparian restoration sites on the Reservation. Other duties may include, but are not limited to, maintaining accurate records of work activities and information gathered for program reporting requirements; fence building/repair; noxious weed control; restoration site maintenance; stream health surveys; operating power equipment; using GPS devices; and performing other duties as assigned. Requires the ability to be self-motivated and work constructively with team members; problem-solving skills, basic computer skills including familiarity with Microsoft Word and Excel; and competence using powered tools. The incumbent must be in good physical condition and be able to lift up to 50 pounds on a recurring basis, hike over various terrain, and wade in wetlands and streams. Requires a high school diploma or GED. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, preemployment drug testing required. Requires a valid driver's License and ability to be insured under the Nez Perce Tribe Policy. Must provide a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 9)** (wage range \$17.85 and up DOE)

The Nez Perce Tribe Department of Natural Resources - Wildlife Division is recruiting for: **PROFESSIONAL III – PRECIOUS LANDS PROJECT LEADER [HR-25-120] (Full-time/Lapwai)**. Responsible for managing approximately 16,250 acres of lands, spread across parts of two states to replace habitats lost to hydropower development. Responsible for developing and implementing habitat management plans using accepted scientific practices based upon the literature or opinions of other professionals in the field. Responsible for coordinating rigorous data collection protocols, analyzing and interpreting collected field data, and preparing required reports, publications and presentations. Will seek to secure additional funding through grants, contracts, and/or partnerships to expand the Wildlife Divisions abilities to address the needs of the Nez Perce Tribe. Requires Bachelor's degree in related field (Master's preferred). Related field and/or coarse work requirements defined in Job Expectations. Requires three (3) years related professional level experience (one (1) year experience with Master's Degree), two (2) years of supervisory experience. Knowledge and experience with experimental study design, statistics, fish or wildlife population dynamics and modeling or habitat restoration required. 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 and ability to be insured under the Nez Perce Tribe Policy. Must provide a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **Open until it is filled. (Grade 20)**

The Nez Perce Tribal Enterprise Executive Office is recruiting for: **EXECUTIVE ASSISTANT IV [HR-25-122] (Full-time/Lewiston)**. To provide organizational and administrative support to the Executive Officer and the management staff. Responsible for determining workflow sequence and proficient office management. Works within a general outline of work to be performed with minimal supervision, provides supervisory functions. The position is supervised by the Enterprise Executive Officer. Requires Bachelor's degree in related field, or specialized training equivalent to satisfactory completion of four (4) years of college education, Three (3) years of related experience is equivalent



to one (1) year of college. Must be able to obtain a gaming license. Must be able to obtain certification as a Notary Public. Requires four (4) years of experience, two (2) years tribal government 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 and ability to be insured under the Nez Perce Tribe Policy. Must provide a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 21)**

The Nez Perce Tribal Radio Station (KIYE) is recruiting for: **BROADCAST TECHNICIAN I [HR-25-124] (Full-time/Kamiah)**. To provide support and assistance towards the operation of a noncommercial/educational radio station. Works within a general outline of work to be performed developing work methods and sequences under direct supervision of the Radio Station Supervisor. Requires high school diploma or GED. May require a physical fitness exam. A background check is required within the first 3 (three) 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 and ability to be insured under the Nez Perce Tribe Policy. Must provide a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **This position closes 5/7/25. (Grade 6)**

The Nez Perce Tribe is recruiting for: **MANAGER V-EXECUTIVE DIRECTOR [HR-25-125] (Full-time/Lapwai)**. This is a contract position. To provide executive level management of the government operations of the Nez Perce Tribe including all departments of Administration, Natural Resources, Social Services, Education and Fisheries; provide intradepartmental, interdepartmental and interagency coordination. Develop departmental policy and present department recommendations to appropriate subcommittees and NPTEC (Nez Perce Tribal Executive Committee). Coordinate and communicate with other Program/Department Managers at the executive level to implement Tribal and program policy and operations; responsible for development, implementation and oversight of departmental contracts and/or projects. Provide representation, coordination and communication with other agencies, members of legislative bodies and the public regarding the department's direction, goals and objectives. Responsible for completion and presentation of departmental information and reports as required. Assist NPTEC and pertinent Boards and Commissions in providing technical representation in management forums as required. Provide departmental supervision and oversight to ensure project development, budgets, annual reviews, reports and personnel administration are implemented as designed. The position is directly supervised by the NPTEC Chairman. Requires a bachelor's degree (master's preferred). Requires seven (7) years executive level management experience and three (3) years supervisory experience; master's with five (5) years' executive level management experience and, three (3) years of supervisory experience. Executive level is management of several (3 or more) programs/departments concurrently. 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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 30)**

**Extended:** The Nez Perce Tribe Department of Law & Justice/Tribal Court is recruiting for: **COURT CLERK I [HR-25-126] (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. 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 assist visitors. Requires a High School Diploma or GED or specialized vocational training. Requires one (1) year experience to essential tasks. 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) where you have been licensed to drive in the last three (3) years. **This position closes on 5/2/25.** (Grade 7)

The Nez Perce Tribal Department of Fisheries Resources Management is recruiting for: **PROFESSIONAL I – SRBA PRODUCTION BIOLOGIST [HR-25-127] (Full-time/Dworshak Fish Hatchery).** This position assists the NPT DFRM Hatchery manager 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. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, preemployment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Please provide an unofficial college transcript and educator certification; and a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **Open until filled.** (Grade 17)

The Nez Perce Tribe Natural Resources/Forestry & Fire Management Division is recruiting for: **SELF LOADER OPERATOR/DRIVER [HR-25-128] (Full-time/Lapwai).** Will work within the Forestry & Fire Management Division as well as the Forest Enterprises, and to be directly supervised by the Forestry Director. This position is best described as a Master Operator/Driver to coordinator and be primary operator for the transport of logs for local mills from the job site to a regional mill site, specialized hauling of house logs, private and tribal log hauling, back hauling of firewood, and heavy equipment hauling for outside sources. Responsible for daily truck logs, scale & weight accounting, weigh station accountability, scheduling of responsible hauling destinations, negotiating haul pricing and distance for profit. Responsible for routine schedule maintenance of the truck and/or trucks and diesel equipment, preventative maintenance schedule, and ensuring all safety standards will be adhered too. Requires two (2) year vocational degree in diesel mechanics or equivalence; three (3) years of work related experience to substitute for one (1) year of college. Need to be a Master Operator/Driver, Related field and/or course work requirements defined in Job Expectations. Requires the possession of a valid Idaho Driver's License/CDL Class "A" with required endorsements to permit trucks and tractors, capable of hauling 26,001 lbs. or greater, combination vehicle loads and Heavy Equipment Operator Certification. Requires the possession of a current Department of Transportation Federal Highway Safety Administration Certification with the ability to pass the physical and drug test. Requires a current or recertification of Logger Educations to Advance Professionalism (LEAP) certification and RT-130, Wildland Fire Safety Training Annual Refresher (WFSTAR) each fire season offered and ability to be insured under the Tribe's policy. Requires 1000 hours or three (3) years' of experienced operating a Self-Log Loader, and three (3) years of heavy equipment operator skills, knowledge and experience with diesel engines and mechanics 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) where you have been licensed to drive in the last three (3) years. **This position closes on 5/5/25.** (Grade 21/Step1)



The Nez Perce Tribe Natural Resources/Forestry & Fire Management Division is recruiting for: **RESERVED TREATY RIGHTS LAND (RTRL) COORDINATOR [HR-25-129] (Full-time/Lapwai)**. The RTRL Coordinator will coordinate and facilitate RTRL meetings with a wide variety of Inter-agency cooperators; flag and collect GPS/ArcGIS shapefiles for fuel treatment boundaries for contract maps and contract administration; develop, write, and submit RTRL project proposals for funding approval in coordination with the Tribal Fuels Management Specialist and RTRL cooperators; develop and administer contracts/technical specifications with contractors or force account crews for the completion of RTRL project work; track RTRL project funding to ensure project funding is appropriately expended; and develop and maintain monthly/quarterly/annually reporting for tribal and Bureau of Indian Affairs reports. The RTRL Coordinator will participate in scheduling and implementation of tribal prescribed fire treatments and assist with wildfire incidents as need arises. Requires bachelor's degree in related field. Related field and/or course work requirements defined in Job Expectations. Experience does not substitute for a degree. Technical experience in related field preferred; demonstrated leadership experience preferred. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, preemployment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Please provide an unofficial college transcript and educator certification; and a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **This position closes on 5/5/25. (Grade 17)**

The Nez Perce Tribe Department of Natural Resources/Wildlife Division is recruiting for: **PROFESSIONAL II – WILDLIFE BIOLOGIST [HR-25-130] (Full-time/Lapwai)**. Will join a professional and experienced team working to restore, perpetuate, enhance, and manage the wildlife and rare plant resources of the Tribe. Tasks associated with this position are focused on the enhancement, restoration, and protection of wildlife under the Tribe's treaty-reserved rights. Primary duties include developing and implementing wildlife monitoring, management, and recovery efforts; participating in resource planning and recovery efforts; developing and administering grants; reviewing local and regional resource management proposals; developing technical assessments, comments, and recommendations; representing the Division's technical interests to intra-interdepartmentally; maintaining, analyzing, and summarizing technical and geospatial data; maintaining and enhancing knowledge of relevant laws and regulations; and conducting education and outreach efforts. Requires bachelor's degree (master's preferred) in related field. Related field and/or coursework requirement defined in job expectations. Experience does not substitute for degree. Requires three (3) years related professional experience or one (1) year of professional experience with master's degree. Experience must be at a professional level. Requires one (1) year supervisory experience. Please provide cover letter and college transcripts. 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 and ability to be insured under the Nez Perce Tribe Policy. Must provide a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 19)**

The Nez Perce Tribe Water Resources Division is recruiting for: **PROFESSIONAL III – ELECTRIC VEHICLE (EV) PROJECT COORDINATOR [HR-25-131] (Full-time, Lapwai)**. The EV Project Coordinator will lead the implementation of the Tribe's fleet electrification and EV infrastructure initiatives under the EPA Climate Pollution Reduction Grant (CPRG). This is a five-year initiative with aggressive targets for EV adoption, charging station deployment, and community engagement across the Tribe's Indian Claims Commission (ICC) lands. The EV Project Coordinator will work closely with Tribal departments, external partners, and federal agencies to meet project milestones, promote clean transportation, and support climate resilience. Duties include managing project budgets and detailed schedules within aggressive timelines; developing and overseeing contracts and deliverables; maintaining organized project documentation in Office 365 and related systems; preparing proposals, RFPs, contracts, reports, and



evaluations to track progress and ensure compliance with grant requirements; coordinating with key partners, including the Environmental Protection Agency (EPA), Department of Energy (DOE), Nez Perce Enterprises, Nimiipuu Energy, and other Tribal Departments, Divisions, and Programs; overseeing contractors to ensure adherence to timelines, quality standards, and deliverables; conducting site assessments, developing site plans, coordinating utility connections, navigating permitting and zoning processes, and overseeing construction activities; collecting, analyzing, and reporting data in accordance with the Quality Assurance Project Plan (QAPP) and federal grant reporting requirements; conducting outreach and educational programs to engage the Tribal community; and serving as a central point of contact for electric vehicle and infrastructure-related questions. Travel throughout the Tribe's ICC lands will be required to inspect and monitor EV infrastructure projects. Requires a bachelor's degree in a related field (master's preferred), three (3) years of professional experience (one (1) year with a master's degree), and two (2) years of supervisory experience. Please include college transcripts and a cover letter with your NPT application. Related field and/or coursework requirements are defined in the job expectations. 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 and ability to be insured under the Nez Perce Tribe Policy. Must provide a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 20)**

The Nez Perce Tribe Department of Fisheries Resources Management, Administration Division is recruiting for: **EXECUTIVE ASSISTANT I [HR-25-132] (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 where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 15)**

The Nez Perce Tribe Child Support Program is recruiting for: **ADMINISTRATIVE INTAKE SPECIALIST III (AIS) [HR-25-133] (Full-time/Lapwai).** This position is under the direct supervision of the CSP Director and provides essential administrative support to the Child Support Program. The AIS will assist with client intake, maintain computerized and physical files, process payments, support program reporting, and help coordinate meetings, travel, and outreach events. Duties include answering client inquiries, scanning and archiving legal documents, managing office supply inventory, and supporting public presentations on the child support application process. This position plays a key role in ensuring compliance with federal Title IV-D requirements and Tribal policies. May include some evening and weekend events. Requires two (2) years of college education (48 credits), in office administration, computers, business or closely related field. Three (3) years of relevant experience is equivalent to one (1) year of college. Requires three (3) years' experience in office management. A positive work history is essential, along with





the ability to exemplify health behavior by adopting a lifestyle from violence, alcohol, and drugs. Must acquire notary public within ninety (90) days of employment, CPR and First Aide Certification, complete physical, TB testing and maintain certification for duration of employment. Must pass a criminal background check as requirement of employment. 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 where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 13)**

## SUMMER STUDENT INTERNSHIPS

*Check back regularly for up-to-date information...*

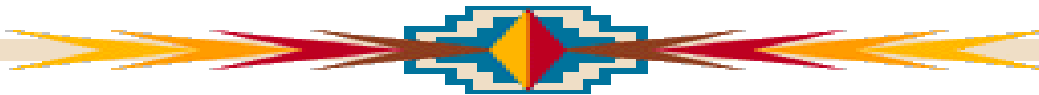
**Nez Perce Tribe/Avista Summer Student Internships HR-25-123:** Enrolled Nez Perce Tribal Members, 18 years and over, enrolled full-time at an accredited college, university or vocational school who have maintained a 2.0 cumulative GPA are eligible to apply. A complete application packet includes: 1) A Nez Perce Tribal Employment Application; 2) A cover letter explaining how this internship is relevant to your educational goals; 3) Resume; 4) Two letters of reference; 5) An unofficial cumulative transcript. A valid driver's license with the ability to be insured under the Tribe's policy is preferred. Pre-employment drug testing required. **Application deadline: 4:00 p.m. on May 8, 2025.**

Complete application may be mailed, emailed; [Teamhr@nezperce.org](mailto:Teamhr@nezperce.org) or faxed to Human Resources Office, Nez Perce Tribe, P.O. Box 365, Lapwai, ID 83540, Phone (208) 843-7332, Fax (208) 843-7414.

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

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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 20)**



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) 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) 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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 5)**



The Nez Perce Tribe Education Department Career Center is recruiting for: **INSTRUCTOR I [HR-23-198] (Part-time/Lapwai/Orofino and Kamiah)**. The primary responsibility is a commitment to student success to attain high school equivalency using a General Education Development (GED) program. The instructor will teach using a variety of methods, synchronous and asynchronous, to students with varying levels of basic skills. The position is part-time using a flexible schedule not to exceed 29 hours per week. The duty station is Lapwai, Idaho or Kamiah, Idaho. A Bachelor's degree in education or related field is required; a secondary teaching certification and emphasis in special education is desirable. A minimum of two years' experience teaching developmental reading, writing and math courses is required. The Career Center interest is to hire up to two instructors to serve a student(s) in a designated tribal office location at Lapwai, Orofino and/or Kamiah. Please submit resume, unofficial college transcript, and your educator certification with your NPT application. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, preemployment drug testing required. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Must provide an unofficial college transcript and educator certification; and a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 16)**

The Nez Perce Tribe Police Department is recruiting for: **POLICE OFFICER (ENTRY LEVEL) [HR-23-206] (Full-time regular)**. 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. Works within a general outline of work to be performed; develops work methods and sequences under general supervision. Must reside within a thirty (30) mile 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 or equivalent college level education preferred. Requires proof of U.S. citizenship. Entry level officer must be at least twenty-one (21) years of age. The selected candidate must successfully complete an honesty interview and polygraph, physical test, 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. Must not have a dishonorable, bad conduct or discharge other than honorable from the military service. Requires a positive work history that reflects strong work ethic, good character and a willingness to learn and follow instruction. Successful applicants will be placed on a one (1) year probationary period to be completed before permanent assignment. NPT Police Department application forms are available at the NPT Human Resources Department. 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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 21/\$31.71)**

The Nez Perce Tribe Police Department is recruiting for: **CORRECTIONS OFFICER(S) (HR-24-108] (Full-time Lapwai)**. To provide direct supervision and oversight of inmates housed at the Nez Perce Tribal Department of Corrections Facility. Responsible for daily operations, including but not limited to; feeding inmates, ensuring medications are correctly administered, hourly checks are performed and ensuring peace and public order are maintained in a secured well-regulated correctional facility. Will assist in ensuring the facility will meet and/or exceed the applicable standards set forth including the adherence to all fire and safety codes. This is a sworn position under the supervision of the Corrections Sergeant Commander. Requires a high diploma or GED. Must be a minimum of



eighteen (18) years of age at the time of appointment. Requires the completion of; Peace Officers Standards and Training (POST), or Federal Law Enforcement Center (FLETC), or Indian Police Academy (IPA) training and certification within one (1) calendar year of hire date. Must successfully complete an honesty interview and polygraph, drug urinalysis, psychological and medical evaluation, and complete a complete background investigation prior to and to retain employment. Must enter a contract with the Nez Perce Tribe to work for four (4) consecutive years from the date 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 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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 12)**

The Nez Perce Tribe Department of Mamáy'asnim Hitéemenwees (Children's Place of Learning) is recruiting for: **COOK [HR-24-130] (Full-time/Lapwai).** To ensure quality service and planning of meals which meet the children's nutritional needs in a Head Start, Early Head Start, and CCDF setting and that complies with tribal, federal, state, CACFP, and local regulations. Requires high school diploma, GED or specialized vocational training, and three (3) months experience in volume food preparation and cooking; to include cycle menu planning, purchasing and inventory, record-keeping, food demonstration, and ability to communicate effectively and teach in the classroom and parent and staff training. Must have excellent demonstrated communication skills, both oral and written, be computer literate and possess the ability to relate to children. Incumbent shall obtain Food Handler's card within ninety (90) days of hire. Requires background check, physical exam, and TB test prior to appointment. Must obtain CPR and First Aid Certification within ninety (90) days from date 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 Driver's License and ability to be insured under the Nez Perce Tribe Policy. Must provide a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 5)**

The Nez Perce Tribe Dept. of Natural Resources, Land Services Division Center is recruiting for: **CLIMATE SMART COMMODITIES TECHNICIAN III [HR-24-176] (Full-time/Lapwai).** Responsible for assisting the Nez Perce Tribe Land Services Division in implementing Partnership agreements with the University of Idaho and Oregon State University. Will involve conducting educational workshops, trainings, applications field investigations and reporting regarding the project. Applicant must be highly motivated with attention to detail, have good oral and written communication skills, and have the ability to work independently and cooperatively with others. Must be able to work outdoors in inclement weather conditions and operate all-terrain vehicles. Experience in farm management, cropping methods cropping implements and soil sampling is required. Requires two (2) years of college education (48 credits) in agricultural, natural resources or similar discipline. Please provide college transcripts. Three (3) years of relevant experience is equivalent to one (1) year college. Requires three (3) years of related experience to project needs, and 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) where you have been licensed to drive within the last three (3) years. **Open until filled. (Grade 13)**

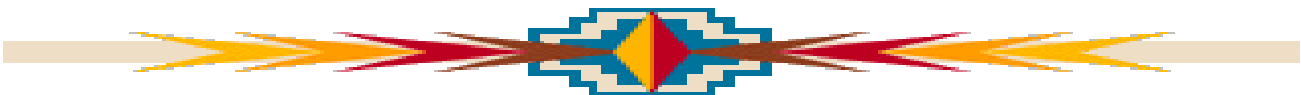


The Nez Perce Tribe Students for Success Program is recruiting for: **PROJECT COORDINATOR [HR-24-181] (Full-time/ Lapwai)**. Position is grant funded for three (3) years. Position may continue beyond three (3) years contingent upon funding. Will report directly to the Students for Success Director. Responsibility 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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 14)**

The Nez Perce Tribe Nimiipuu Energy is recruiting for: **MANAGER IV [HR-24-183] (Full-time/Lapwai)**. Responsible for the day-to-day management, administering programs, projects, P&L, and business operations within Nimiipuu Energy. Provides departmental, Tribal, and interagency coordination, develops departmental policy, present departmental recommendations to appropriate subcommittees, NPTEC, and Nez Perce Tribe Holding Company. Coordinates and communicates with other Program/Department Managers at the administrative level to implement Tribal and program policy and operations. Responsible for the development, implementation, and oversight of departmental contracts and/or projects. Provides representation, coordination, and communication with other agencies, members of legislative bodies, and the public regarding the department direction, goals, and objectives; responsible for completion and presentation of departmental information and reports as required: provide departmental supervision and oversight to ensure project development, budgets, annual reviews, reports, and personnel administration are implemented as designed. Under the direct supervision of the Nez Perce Holding Company Chairperson. Requires a bachelor's degree in engineering, environmental science, natural resources, or related field (master's degree preferred). Please include college transcripts and resume with your application. Requires ten (10) years professional level experience (seven (7) years' experience with master's degree), three (3) years of supervisory experience, knowledge, and experience with natural resource research, management, or policy is required. 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) where you have been licensed to drive in the last three years. **Open until filled. (Grade 28)**

The Nez Perce Tribe Nimiipuu Energy is recruiting for: **ELECTRICAL ENGINEER [HR-24-184] (Full-time/Lapwai)**. Responsible for utilizing knowledge in the power industry to provide technical recommendations to Nimiipuu Energy initiatives. Individual will possess professional, innovative, and detail-oriented focus on power systems to solar photovoltaic energy. Responsible to provide expertise on protection, controls, policy and procedures, and critical electrical infrastructure. Includes oversight of system designing, testing, and implementing effective engineering system. Under the direct supervision of the Nez Perce Tribe Nimiipuu Energy Manager. Requires a bachelor's degree in engineering, electrical engineering (master's degree preferred). Please include college transcripts and resume with





your application. Engineer (PE) status preferred. OSHA10/30 required. NABCEP PV Installation Professional or PV Design Specialist preferred. Requires a minimum of five (5) years of professional experience; solar system design experience preferred. Minimum of two (2) years of supervisor 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) where you have been licensed to drive in the last three years. **Open until filled. (Grade 27)**

The Nez Perce Tribe Police Department is recruiting for: **POLICE OFFICER (LATERAL) [HR-24-198] (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) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 21/\$31.71 (DOQ))**

The Department of Fisheries Resource Management is recruiting for: **FISHERIES TECHNICIAN(S) I – HR-25-107**. Start your Fisheries Career NOW!!!! Come and work for the Nez Perce Tribe Fisheries Resources Management Department. Current openings for all positions are now open and WE NEED YOU to be a part of our Fisheries Team – Apply Now! Fisheries Technician I regular full-time permanent and seasonal positions to be stationed at: Lapwai, Sweetwater, Orofino, Dworshak, Powell, McCall, ID, and Joseph, OR. If you are getting high school diploma in Spring of 2025 still apply NOW! Technician I position(s) get to travel, see amazing areas, help restore and maintain the Tribes beloved salmon, steelhead, and lamprey populations. Exciting work opportunities are available assisting our habitat and watershed projects, working in our hatcheries and production facilities, and working on evaluation projects. Positions are responsible for assigned duties from handling fish, surveying and maintaining trails, remote stream surveys, harvest monitoring, identifying and marking fish, entering critical data, and other related duties as assigned. Must be mechanically inclined and have good computer skills. Must be highly motivated and have the ability to work cooperatively with others. Current Openings Include jobs in all Fisheries offices: Orofino, McCall, Lapwai, Sweetwater, Powell, and Dworshak Hatchery in Idaho, and in Joseph Oregon. Requires a High School Diploma/GED. General work 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) where you have been licensed to drive in the last three (3) years. This position **Open Until Filled. (Grade 9) (wage range \$17.85 and up)**

The Department of Fisheries Resource Management is recruiting for: **FISHERIES TECHNICIAN(S) II – HR-25-108.** Start your Fisheries Career NOW!!!! Come and work for the Nez Perce Tribe Fisheries Resources Management Department. Current openings for multiple positions are now open and WE NEED YOU to be a part of our Fisheries Team – Apply Now! Multiple positions currently open!!! Fisheries Technician II regular full-time permanent and seasonal positions to be stationed at: Sweetwater, Orofino, McCall, Lapwai in Idaho, and in Joseph Oregon. Technician II position(s) get to travel, see amazing areas, help restore and maintain the Tribes beloved salmon, steelhead, and lamprey populations. Exciting work opportunities are available assisting and supervising our habitat and watershed projects, working in our hatcheries and production facilities, and working on evaluation projects. Positions are responsible for assigned duties from handling fish, surveying and maintaining trails, remote stream surveys, identifying and marking fish, supervising staff, entering critical data, and other related duties as assigned. Must be mechanically inclined and have good computer skills. Must be highly motivated and have the ability to work cooperatively with others. Current Openings Include jobs in Fisheries offices: Orofino, McCall, Lapwai, Sweetwater, and Joseph Oregon. Requires two (2) years of college education (48 Credits). Three (3) years of relevant experience is equivalent to one (1) year college. Requires one (1) year of related experience to project needs and six (6) months leadership 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) where you have been licensed to drive within the last three (3) years. **Open Until Filled. (Grade 11) (wage range \$19.54 and up)**

The Nez Perce Tribe Finance Department is recruiting for: **ADMINISTRATIVE SPECIALIST III [HR-25-115] (Full-time/Lapwai).** To provide a high level of administrative support services on behalf of a busy Finance Department, being proactive and utilizing independent judgment when necessary to perform at an above-standard work level. Responsible for assigned tasks and emphasize exceptional customer service to office visitors, working under the direct supervision of the Finance Manager, but also available to offer assistance to help meet the needs of other department staff. Works according to set procedures and general supervision and may also develop suggestions for specific enhancements to work methods and sequences with approval of the Finance Manager. Requires two (2) years college or technical level training .Business Communications coursework and some basic Accounting courses or an understanding of basic concepts, would be beneficial and preferred. One (1) year of related tribal government experience preferred. Class/job description available at the NPT Human Resources Department. The Nez Perce Tribe is a drug free work environment, preemployment drug testing required. Requires a valid driver's License and ability to be insured under the Nez Perce Tribe Policy. Must provide a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 13)**

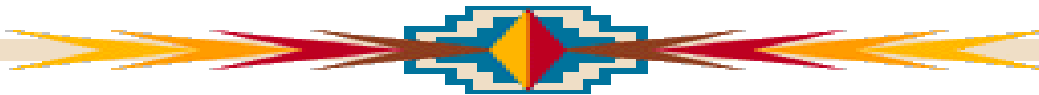
The Nez Perce Tribe Department of Natural Resources/Wildlife Division is recruiting for: **PROFESSIONAL I – CONSERVATION PLANNER [HR-25-116] (Full-time/Lapwai).** This team-based position will be responsible



for collaboratively developing and writing an endangered species (California condor) field management plan, assisting with refinement of regional habitat analysis, and MOU partnership development. This is an opportunity to join the Wildlife Division's condor reintroduction planning efforts as a positive team player offering effective collaborative communication for long-term project sustainability to eventually reintroduce California condors to Nez Perce homelands. This is primarily a planning and writing position that requires technical writing skills, systems thinking, team collaboration, data review/analysis, and may at times involve field work and presentation activities with a variable work schedule. This three (3) year position requires a Bachelor's degree (Master's preferred) in a related field. Related field and/or course work requirements defined in job expectations. Experience does not substitute for a degree. Technical experience in related field preferred; demonstrated leadership experience preferred. Technical scientific, data review and analysis experience preferred. Class/job description available at the NPT Human Resources Department. Please provide a resume, cover letter, writing sample, and college transcripts. The Nez Perce Tribe is a drug free work environment, preemployment drug testing required. Requires a valid driver's License and ability to be insured under the Nez Perce Tribe Policy. Must provide a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **Open until filled. (Grade 17)**

The Nez Perce Tribe Department of Natural Resources/Wildlife Division is recruiting for: **PROFESSIONAL II – CONSERVATION BIOLOGIST [HR-25-117] (Full-time/Lapwai or Joseph, OR)**. This team-based position will be in a supervisory role and will be responsible for facilitating development of a California condor field management plan and MOU, refinement of regional condor habitat analysis, management of relevant subcontracts, team building, partnership development, outreach and education. This is an opportunity to join the Wildlife Division's condor reintroduction planning efforts as a positive team player offering effective collaboration skills for long-term project sustainability to eventually reintroduce California condors to Nez Perce homelands. Requires technical writing skills, systems thinking, partnership collaboration, field work, data collection/ review and analysis, and outreach and presentation activities with a variable work schedule. This three (3) year position requires a Bachelor's degree (Master's preferred) in a related field. Related field and/or course work requirements defined in job expectations. Experience does not substitute for a degree. Requires three (3) years of related professional experience, or two (2) years of professional experience with Master's degree, and one (1) year of supervisory experience. Please provide a resume, cover letter and college transcripts. Experience must be at a professional level. Requires. 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 and ability to be insured under the Nez Perce Tribe Policy. Must provide a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **Open until it is filled. (Grade 19)**

The Nez Perce Tribe Department of Natural Resources/Wildlife Division is recruiting for: **PROFESSIONAL II – CONSERVATION COORDINATOR [HR-25-118] (Full-time/Lapwai or Joseph, OR)**. This is an exciting opportunity to join the Wildlife Division's team to work on a project that is part of the Tribe's landscape-level adaptation planning effort to help ensure the survivability of an endangered species (California condor), regional wildlife, culturally important plants, and other cultural resources. The coordinator will help facilitate and lead the efforts of the Camas to Condors (C2C) partnership, plan workshops, facilitate meetings, implement field surveys and prepare a biocultural management plan for the Joseph Canyon area in NE Oregon. The coordinator will also help write grants for future funding and develop a condor reintroduction funding coalition.



This is an opportunity to join the Wildlife Division's condor recovery planning effort as a positive team player offering effective collaboration skills for long-term project sustainability to eventually reintroduce California condors to Nez Perce homelands. This three (3) year position requires a Bachelor's degree in a related field (Master's preferred) and three (3) years of related professional experience. Team facilitation experience in a related field and demonstrated organizational leadership preferred. Requires one (1) year supervisory experience. Related field and/or course work requirements defined in job expectations. Experience does not substitute for a degree. Please provide a resume, cover letter and college transcripts. 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 and ability to be insured under the Nez Perce Tribe Policy. Must provide a current driver's license record (DLR) where you have been licensed to drive in the last three (3) years. **Open until it is filled. (Grade 19)**

For current grade and pay scale go to [www.nezperce.org](http://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](http://www.nezperce.org).

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### **OTHER EMPLOYMENT OPPORTUNITIES**

- **Nez Perce County is recruiting for: Custodian (closing date 5/5/25), Deputy Court Clerk, Deputy Prosecuting Attorney.** View complete job requirements and obtain application info @ [www.co.nezperce.id.us/Departments/Personnel](http://www.co.nezperce.id.us/Departments/Personnel) or pick up at the NPC Personnel Dept 1225 Idaho St., Lewiston, ID. EOE and accords veteran's preference.
- **Idaho Department of Labor, Lewiston, ID is recruiting for: Transportation Technician Apprentice (#JC275370362), Custodian (#2365617), Maintenance Shop Personnel (#2366261), Truck Driver CDL A Home Daily (#JC275426446), Library Section Coordinator (#2364773), Executive Housekeeper (#2368503), Universal Banker (#2366981), Cash Application Specialist- Senior (#JC275523254), Child Care Provider (#2364224), Food & Beverage Manager (#2368502), Sales Representative - West Coast**



**Costco Roadshow (#JC275410084). Orofino: Secondary Teacher/Pierce (#2366283), Log Truck Driver (#2366228), Building & Code Enforcement Official (#2367773), Deputy Court Clerk (#2366267), Chocker Setter/Hooker (#2366230), Utility Craftsman (#JC275433934), Produce Assistant (#2366259), Baker/Donut Maker (#2365647), Auto Detailer (#2367852), Van Driver Part Time/As Needed (#2368548).** For more information and how to apply go to <https://idahoworks.gov>. **Closing dates very depending on positions.**

- **Lapwai School District is recruiting for: Certified Teachers, Behavior Interventionist, Substitute Teachers, Bus Drivers, Custodians, and Kitchen help,** Applications can be found on the website [www.lapwai.org](http://www.lapwai.org), or contact Connie Desjarlais at the District Office: (208) 843-2622 at ext. 3. **Positions are open until filled.**
- **AVISTA is recruiting for: Drafter, Transmission Maintenance Technician, FP&A Analyst, System Technician, Substation Maintenance Engineer, Contracts & Credit Manager, Product Manager/Clean Fleet Solutions, Protection Engineer, Quality Assurance Inspector/Facilities, Transmission Operations Engineer, Equipment Operator/Electric, Natural Resource Technician/Recreation, Gas Design Engineer, External Reporting Manager, Sr. Civil Engineer/Deputy Chief Dam Safety Engineer.** For more information and how to apply go to [www.myavista.com/about-us/working-at-avista](http://www.myavista.com/about-us/working-at-avista).
- **Confederated Tribes of the Umatilla Indian Reservation (CUTIR) is recruiting for: Vocational Rehabilitation Specialist, Staffing & Recruitment Specialist, Tribal Member Benefits Coordinator, Advanced Wildland Firefighter (up to 4 positions), Entry Level Wildland Firefighter/Type 2 (up to 6 positions), Veteran Services Officer (part time), Equipment Operator I or II (2 positions), Land Technician (up to 2 positions), Transfer Station Foreman/Mechanic, Business Development Coordinator, Toxics Intern Instrument Technician, Field Archaeologist, Archaeologist I/II (2 positions), Fish Habitat Biologist II - Umatilla Project (1 position), Fisheries Habitat Biologist II-Tucannon Habitat Project, Biologist II-Lamprey Field Biologist, Pacific Lamprey Research & Restoration, Fisheries Technician I-II Biomonitoring Project Fish Technician I/II - Hatchery (Facility Watch Operator)(3 Mile Falls Dam)/Biomonitoring Project, Supervisory Forester (READVERTISED), Forester (READVERTISED), Forestry Technician - Fuels, Water Code Administrator/Water Resources Specialist II (READVERTISED), Water Resources Technician I/II (1 position), Early Childhood Educator II Twaddler, Resource Worker (Oregon Youth Corp) 2 positions, Public Transit Bus Driver (up to 2 positions) (Part-time) REVISED, Transportation Planner-Associate Planner level, Building Inspector (up to 2 positions) (Part-Time/On-Call), Communication Officer (Dispatcher) (Re-Advertised) 2 positions, Firefighter/EMT Basic-Intermediate-Advance (up to 9 positions), Firefighter/Paramedic, Child Youth Specialist, Community Navigator, Tribal Roads Foreman, Custodian (Swing Shift), Police Officer (2 positions), Administrative Assistant II.** For more information and how to apply go to <https://ctuir.org>. **Closing dates vary depending on positions.**





**NEZ PERCE TRIBE**  
**(Department of Fisheries Resource Management)**  
**is**  
**Seeking Bid Proposals**

**For**

**NEZ PERCE TRIBAL HATCHERY HVAC UPGRADE**

**LOCATION:** Nez Perce Tribal Hatchery  
18985 Hubbard Gulch, Juliaetta ID 83535

This project consists of the removal of three existing HVAC systems and installing completely new HVAC systems for two 1800 square feet homes and one 2000 square feet office building. Bids should include the disposal of the old units, disposal of old ducting (if not used), design, supplies, and all materials (new ducting delivery, new programmable thermostat, filters, etc.), delivery and placement. This project requires expertise in heating, ventilation and air conditioning.

The general requirements of this project include:

1. Nez Perce Tribal Employment Rights Office (TERO) compliance as described later in this document.
2. Design displaying the three heat pump locations and duct systems.
3. Removal of all unused material from the three older systems.
4. Provide all needed supplies and materials for the three new systems.
5. Site preparation for the three outside heat pumps.
6. Install all necessary duct work needed for the three new systems.
7. Start and test all three systems to ensure they operate as designed to.
8. Twelve months parts and labor warranty for all three systems.
9. All work areas will be cleaned up to the satisfaction of the Nez Perce Tribal Hatchery Manager at the end of the project, and as requested during construction.
10. The Nez Perce Tribal Hatchery Manager and General Contractor will conduct final approval of the project prior to closing out the contract.

**GENERAL CONTRACTOR REQUIRED SERVICES AND EQUIPMENT:**

1. The contractor will provide or subcontract for:
  - a. Removal and disposal of three older HVAC systems.



- b. Install two new HVAC systems for two 1800 square feet homes and one new HVAC system for a 2000 square feet office building.
  - c. Startup and testing all three new HVAC systems to ensure they operate as designed.
  - d. Guarantee all parts and labor for the first year of use.
  - e. Supply enough filters for all three systems for up to one year along with a change out schedule for the filters.
  - f. All concrete, heat pumps, duct work, refrigerant, and any other materials for the installation and start up.
2. The contractor shall be fully responsible for any cost or expenses that exceed the agreed-upon contracted amount. Any additional costs incurred beyond the contract sum shall be borne entirely by the contractor, unless otherwise mutually agreed upon in writing.
3. The contractor shall be responsible for providing any required payments or deposits before the commencement of the project. This includes, but is not limited to, any advance fees, TERO contract amount (3.5%), or other pre-project financial obligations. The project will not begin until all necessary payments have been made as agreed upon in the contract.

#### **TRIBAL EMPLOYMENT RIGHTS OFFICE REQUIREMENTS:**

This project is subject to administrative requirements set forth by the Nez Perce Tribe's Tribal Employment Rights Office (TERO): Please display the 3.5% fee as a dollar amount as a line item and within the total amount of the bid.

- A fee of 3.5% of the total contract amount must be paid by the General Contractor to the TERO office prior to beginning work activities. Fee can be paid to: Nez Perce TERO Program, PO Box 365, Lapwai ID 83540.
- A TERO Compliance Plan and Agreement (Plan) must be submitted by the General Contractor and approved by the TERO office prior to beginning work activities. The terms of the Plan as approved by TERO must be followed by the General Contractor and their Subcontractors hired for this project. The General Contractor is responsible to provide copies of the Plan to all their Subcontractors and Suppliers.
- Subcontractors must submit their own Plan prior to any work activities they will be involved in and comply with the terms of their approved plan.
- The General Contractor and all Subcontractors are required to attend a TERO Preconstruction meeting prior to beginning work activities. The General Contractor is responsible for contacting the TERO office to schedule the meeting and notify Subcontractors. All supervisory personnel listed by the General and Subcontractors are required to attend the Preconstruction meeting.

FOR TERO ASSISTANCE CONTACT:  
Tribal Employment Rights Office  
PHONE: (208) 843-7363  
FAX: (208) 843-7365  
EMAIL: laatisl@nezperce.org

MAIL COMPLETED TERO FORMS TO:  
Nez Perce TERO Program  
PO Box 365  
Lapwai, ID 83540

#### **INSURANCE/PERMITS:**



1. General Contractor will provide proof of insurance prior to beginning work activities.

**CONTRACT PERFORMANCE PERIOD:** June 1, 2025 to August 1, 2025. Site preparation and removal of existing material will be the contractor's responsibility.

Contact Mike Bisbee at (208) 621-4637 or [michaelb@nezperce.org](mailto:michaelb@nezperce.org) for a site visit or additional information.

**BID REQUIREMENTS:**

**Written bids are due by 4:30 p.m., April 30, 2025 and should be submitted to:**

Nez Perce Tribe Fisheries Department  
PO Box 365, Lapwai, ID 83540  
ATTN: Mike Bisbee; 2025 NPTH HVAC Bid  
Or email to [michaelb@nezperce.org](mailto:michaelb@nezperce.org)



## REQUEST FOR PROPOSALS

### HEARING OFFICER

The Nez Perce Tribe is requesting proposals for an independent contractor to provide the following professional services for all Nez Perce Tribe Affiliates, Affiliate Entities Listing: Nez Perce Tribe — Government, Nez Perce Tribal Enterprises, and Nimiipuu Health.

Grievance Hearings: Preside over employment Grievance Hearings and render a written decision to the affected HR Department; based on the findings of fact and conclusions of law that are in compliance with the Human Resource Manual and other approved tribal policies.

Arbitration: Preside over employee disputes according to the HRM, Tribal Code, and other approved policies and procedures. Provide Mediation services for employees involved in conflict in accordance with the Grievance Process or other Employee Complaints.

Employee Training: Provide employee training to include but not limited to:

- o Conflict Resolution
- o Reasonable Accommodations
- o How to Handle Difficult Employees
- o Team Building o Valuing Diversity
- o Discipline o Employee Evaluations
- o Stress Management
- o Sexual Harassment
- o Employment Law as it Applies to Tribes

Applicants must be licensed attorneys. Admission to the bar of any state is acceptable. Please list the last three employers; and three professional references.



The Nez Perce Tribe reserves the right to reject any and all proposals without cause. **This request for proposal is open until filled.** Send proposals to: Anthony Johnson, Human Resources Manager; Human Resources; P.O. Box 365; Lapwai, ID 83540. For more information, please contact Anthony Johnson at 208/621-3680 or email [anthonyj@nezperce.org](mailto:anthonyj@nezperce.org).

# Be part of the intertribal work to protect salmon and treaty fishing rights!



Applying is fast & easy.

Visit [critfc.org/jobs](http://critfc.org/jobs) or scan the QR code for full position details and application materials.

## Law Enforcement Positions

(based in **Hood River, OR**)

- Police Officer • \$67-80K

## Fish Genetics Lab Positions

(based in **Hagerman, ID**)

- Salmon Genetics Research  
Summer Intern • \$18/hr + housing

## Coming Soon!

- Manager, Policy Development & Litigation Support

4/9/2025





## COLUMBIA RIVER INTER-TRIBAL FISH COMMISSION

# SUMMER 2025 SALMON GENETICS RESEARCH INTERNSHIPS

The Columbia River Inter-Tribal Fish Commission (CRITFC) aims to increase the retention of Native American students pursuing Science, Technology, Engineering & Math (STEM) degrees by providing research experience, mentoring, and an opportunity to explore career options in natural resources.

These **two** internships are specifically geared towards Native students enrolled in undergraduate degree programs and interested in salmon genetics through opportunities with the Hagerman Genetics Lab. Internships are intended for a period of 6-8 weeks (30-40 hours per week; \$18/hour) in the summer of 2025, with activities focused on lab techniques used in fisheries genetics. Interns will be based at the Hagerman Fish Culture Experiment Station (HFCES), which is a shared facility with University of Idaho based in Hagerman, ID (<https://critfc.org/fish-and-watersheds/fishery-science/hagerman-genetics-laboratory>). Housing will be provided for the period of the internship at a dorm facility located on-site.

### Internship Goals

- Increase exposure of tribal members to professional careers protecting tribal resources with advanced genetic tools.
- Promote retention of tribal students pursuing Science, Technology, Engineering and Math (STEM) degrees.
- Provide hands-on internship with experience and mentoring in a fisheries genetics lab.
- Increase interactions with academic faculty and professionals in the field of fisheries genetics.
- Encourage employment in fisheries and natural resources, with exposure to fisheries programs of CRITFC member tribes.

### Learning Objectives

- Gain a deeper understanding of advanced genetic tools that are applied for fisheries research, while conducting work through a Traditional Ecological Knowledge (TEK) lens.
- Explore career and educational goals with faculty and mentors.
- Acquire familiarity with options for graduate school and employment processes through regional fisheries programs.

### Qualifications

- **Must be a member or descendent of a Native American tribe.**
- Currently enrolled in a related field of study as a full-time undergraduate student during the

current academic year (minimum of 12 credit hours) at a regional institution.

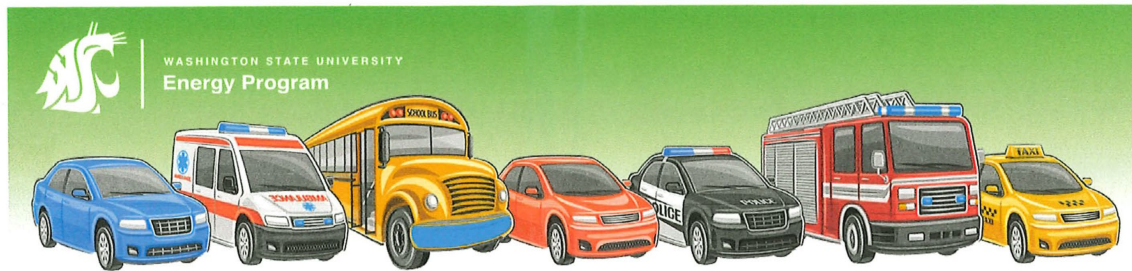
- Have an interest in majoring in a natural resources field.
- Have an interest in working for a tribal organization and fisheries program.
- Considering a career or graduate school in the field of natural resources.

### Compensation

- \$18/hour (30-40 hours per week for 6-8 weeks).
- Housing will be provided for the period of the internship at a dorm facility located on-site. (Dorm has bedrooms, bathrooms, kitchen, and laundry)
- Interns will be responsible for all personal expenses including food and travel to/from the facility.
- Expenses directly related to field sampling or attendance of meetings will be covered by CRITFC.

### Timeline

- Applications DUE: **5:00 pm, Friday, May 2, 2025** (The fillable form application is attached)
- Interns notified by May 16 of their acceptance.
- Internship period is intended for a period 6-8 weeks, and can be arranged between June 2-Sept 1, 2025. A break of 1-2 weeks can be arranged during the internship period.



## WSU Energy Program Internship Available

The Washington State University Energy Program's mission is to support sustainable energy solutions and assist communities in transitioning to cleaner transportation. Are you an undergraduate or graduate student looking for a hands-on opportunity to work at the intersection of energy, sustainability, and transportation? We're looking for students interested in fleet electrification, alternative fuels, infrastructure planning, and energy modeling to support tribal communities in reducing emissions and improving energy resilience.

### PROGRAM DATES

Three months between June 1 to September 30, 2025. Flexibility based on your academic schedule.

### LOCATION

Internships are remote with occasional in-person days at our Olympia, WA office. Travel and logistics support can be provided if needed.

### WHO SHOULD APPLY

This internship accepts applications from juniors, seniors, and graduate students at a U.S.-based institution who are passionate about sustainable transportation and clean energy. Ideal candidates will have academic backgrounds in engineering, environmental science, data science, renewable energy, or related fields and enjoy working on interdisciplinary projects. Students with experience or interest in GIS, energy modeling, fleet electrification, alternative fuels, or transportation planning are strongly encouraged to apply. Students who have experience with tribal communities are strongly encouraged to apply.

### HOW TO APPLY

Email Chelsea Edgecombe – [edgecombec@energy.wsu.edu](mailto:edgecombec@energy.wsu.edu)  
or to apply on Handshake – <https://app.joinhandshake.com/emp/jobs/9752589>

### APPLICATION DEADLINE

Application deadline is May 5, 2025

### APPLICATION REVIEW

Application review is May 6, 2025

### PROGRAM BENEFITS

\$22+/hour, depending on experience  
Career Development and Mentoring  
Opportunity for Extension through December



*This material is based upon work supported by the U.S. Department of Energy's Office of Energy Efficiency and Renewable Energy (EERE) under the Vehicle Technologies Office (VTO) Award Number DE-EE0010615.*



HL7N



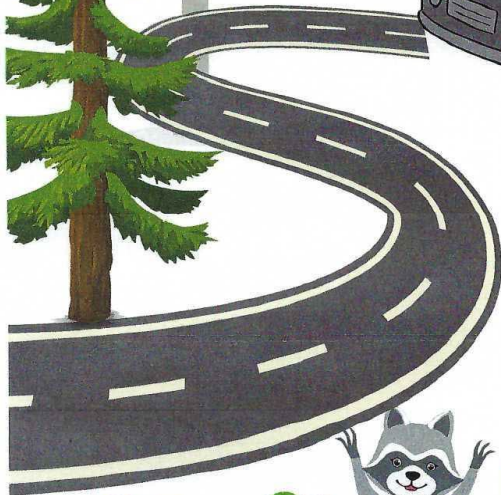
# WE'RE HIRING!

## RESIDENT TRANSPORTER

**PART-TIME  
MONDAY-FRIDAY  
7:30AM-12:00NOON  
\$20.10-\$25.69/HR,  
DOE/DOQ**



**The Resident  
Transporter is  
responsible for safely  
transporting our youth  
residents to and from  
our inpatient facility  
and the Family  
Wellness Health Clinic  
for outpatient services.**



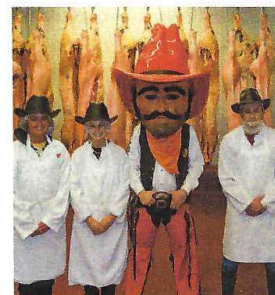
**For more information and/or  
to apply:  
[www.healinglodge.org](http://www.healinglodge.org)**





# Robert M. Kerr Food and Agricultural Products Center & Osage Nation

## Oklahoma Meat Mastery Training-2025



Are you interested to learn about meat harvesting and processing?  
Join a five week-long hands-on training organized by Oklahoma State University and Osage Nation.

**Benefits:**

- Free of-cost lodging at the OSU campus
- \$2,000 stipend after completing the training
- HACCP, sanitation, food defense, and GMP training

**Contact:**

Dr. Ravi Jadeja (ravi.jadeja@okstate.edu)

Submit your  
application  
using the link or  
QR code

<https://forms.gle/DamafwJ2cC3TGXEX6>



May 19 to June 20, 2025



ROBERT M. KERR  
FOOD AND AGRICULTURAL  
PRODUCTS CENTER