



**BIG PINE PAIUTE TRIBE OF THE OWENS VALLEY**  
*Big Pine Paiute Indian Reservation*

**POSITION:** Community Garden Specialist  
**SUPERVISED BY:** Water Program Coordinator  
**PAY RATE:** \$12-\$14 per hour, DOE  
**STATUS:** Seasonal – Part-time, contingent on funding

**POSITION SUMMARY:** Under the supervision of the Water Program Coordinator (WPC), perform a variety of specialized, garden-related tasks in accordance with current Environmental Department projects, as well as assist with education and community outreach events and activities.

**DUTIES AND RESPONSIBILITIES:** Duties will include, but not be limited to the following:

1. Ensure all of the community gardens and greenhouse are fully utilized and properly maintained
2. Build and maintain the demonstration garden areas
3. Keep demonstration gardens and greenhouse clean of debris, reasonably free of invasive weeds and promote native and riparian plant awareness
4. Propagate and transplant native, riparian, fire-safe and vegetable/fruit plants & start seed library
5. Provide regular communications to WPC regarding operational, financial and overall status of the gardens/greenhouse
6. Develop a network of local and regional partnerships for sustainable gardening education
7. Direct any volunteer community gardeners on work needed in demonstration gardens and provide appropriate introductory orientations
8. Assist with demonstration garden activities/projects/workshops (e.g. permaculture techniques, pest control alternatives, community seed library, composting pilot project, cover crop workshop, and water conservation)
9. Willingness and ability to attend occasional community meetings or events during evening/week-end hours, out-of-town meetings, conferences and training sessions
10. Keep record of all project progress through detailed reports and photo documentation (e.g. keeping track of plants propagated, growing periods, etc.)
11. Work with the WPC to prepare grant funding reports and future grant funding opportunities related to the position and ongoing garden projects
12. Maintain information centers with appropriate distributable flyers.
13. Perform other job related tasks as assigned.

**MINIMUM QUALIFICATIONS:**

- A high school diploma is required.
- Experience in residential, community or commercial gardening is desired.
- Must possess good verbal communication skills.
- Must demonstrate initiative, commitment, dedicated work ethic, and positive attitude to job duties and tribal environmental goals.
- Must be personable, cooperative, and willing to work with a variety of people at various levels of tribal, federal, state and local governments.

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- Ability to work outdoors under conditions of summer heat, winter cold, wind, and rain.
- Must possess a valid State of California driver's license and be insurable with Tribe's insurance carrier.
- Must pass pre-employment and random drug screening

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**Indian Preference applies to this position pursuant to the Big Pine TERO Ordinance and the Indian Self-Determination and Education Assistance Act (24.U.S.C. 450, et. Cet.) 25 CFR 271.44)**

**Deadline to apply:** Interested individuals must complete a Big Pine Tribal Application which must be received by the Big Pine Tribal Office no later than **Monday, April 2, 2018 at 5:00 p.m.** Applications are available on the Tribe's website: [www.bigpinapaiute.org](http://www.bigpinapaiute.org) or at the Tribal Office, 825 S. Main Street, Big Pine, CA 93513.