



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

JOB TITLE: **Wild Rice Enhancement Technician**
SUPERVISOR: Wild Rice Cultural Enhancement Program Manager
LOCATION: Natural Resource Department
POST DATE: October 24, 2024
CLOSING DATE: November 7, 2024

General Description: The primary responsibility of this position is to become familiar with traditional knowledge of wild rice harvesting, processing, and community sharing. The Wild Rice Technician will assist the Wild Rice Cultural Enhancement Program Manager in sharing this knowledge with community members, through demonstrations and outreach within the LDF Community to help revitalize the importance of wild rice health living, wildlife enhancement and water quality protection.

Qualifications: High School diploma or equivalent is required. Bachelor of Science preferred. Experience in wild rice gathering and processing techniques or willing to learn these skills. Experience in public speaking or making presentations preferred. Computer word processing is necessary. Knowledge in boat operations and safety preferred. Must have and maintain a valid WI Driver's license and be insurable.

Salary: \$15.00-\$18.00/hr. depending on qualifications.

How to Apply: Submit your application for employment, and [notarized release of information form by the deadline](#). Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Wild Rice Enhancement Technician

B. DEPARTMENT: Wild Rice Cultural Enhancement Program

C. SUPERVISOR'S TITLE: Wild Rice Cultural Enhancement Program Manager

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to become familiar with the traditional knowledge and practice of wild rice harvesting, processing, and community sharing. The Wild Rice Enhancement Technician will then share this knowledge with community members by conducting demonstrations and outreach within the LDF Community to help revitalize the importance of Wild Rice for healthy living, wildlife enhancement and water quality protection. Specific responsibilities include but are not limited to the following:

1. Research and map traditional wild rice gathering areas on the LDF Reservation and coordinate efforts to begin restoration plans of these areas.
2. Meet and update Natural Resource staff to discuss scientific aspects of water quality and shoreline development within the LDF Reservation.
3. Exchange information on threatened wild rice areas within the LDF Reservation and Ceded Territory with staff from GLIFWC.
4. Work collaboratively with other State and Federal agencies on issues related to wild rice and off reservation wild rice projects and management practices.
5. Will be the lead person in continued wild rice re-seeding efforts on existing wild rice re-seeding waters within the LDF Reservation.
6. Work with Wild Rice Chiefs, attend Tribal Wild Rice Chiefs meetings, joint State/Tribal wild rice meetings, Voight Task Force meetings when necessary.
7. Gather wild rice during the harvest season to share with community as directed by the LDF Tribal Council.
8. Coordinate efforts with Tribal Natural Resource Programs to develop a Wild Rice Management Plan which shall include wild rice restoration projects within the LDF Reservation.
9. Construct and maintain a Wild Rice Camp on the LDF Reservation during the gathering season.
10. Provide demonstrations on hand harvesting and processing to local Head Start, Grade School, and College Institutions to express the importance of wild rice to the Ojibwe People.
11. Develop video documentation of program accomplishments/activities for community, schools, and media to emphasize respect, protection, and enhancing of wild rice.
12. Annual participation at the Wild Rice Fest event is required.
13. Other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Work closely with Wild Rice Cultural Enhancement Program Manager to implement goals and objectives of the Wild Rice Cultural Enhancement Program. Will provide assistance regularly to Natural Resource staff on a regular basis and monthly meetings with oversight committee.
2. **External:** General public for demonstrations. Will attend meetings/seminars and gather information on Wild Rice Enhancement and protection.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Wild Rice Cultural Enhancement Program Manager

H. EDUCATION: High School diploma or equivalent is required. Bachelors of Science preferred.

I. EXPERIENCE: Experience in wild rice gathering and processing techniques or willing to learn these skills. Experience in public speaking or making presentations preferred. Computer word processing and data collection is required. Knowledge in boat operations and safety preferred. Must have and maintain a valid WI Driver's license and be insurable.

J. SKILLS:

1. Experience with speaking in public or making public presentations.
2. Understanding of electronic devices (GPS), motor boat operations and chain saw.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Office setting-reviewing and entering wild rice information/record keeping on computer. Outdoor setting-familiar with canoeing/boating practices and outdoor work.
2. **Exposure to Hazards:** Exposure to cold, rain, heat, etc.
3. **Physical Requirements:** Must be able to stand and sit for extended periods of time.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Wild Rice Enhancement Technician to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be

subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior
Chippewa Indians.

N. SIGNATURES:

Employee **Date**

Manager **Date**

Previously signed

Tribal Administrator **Date**

Previously signed

Human Resources Director **Date**