

Pit River Tribal Office
36970 Park Ave
Burney, CA 96013
www.pitrivertribe.gov



Human Resources Dept.
Toll Free 1-877-279-9097
Phone: 1(530)335-5421 ext. 2102
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

Natural Resources Assistant

Department: Natural Resources

Reports To: Natural Resources Coordinator

Classification: Full-Time, Non-Exempt (Temporary/Term-Funded)

Timeline: December 2025 – until allocated funds are expended in 2026 or until expiration of agreement, whichever comes first

Location: Burney, CA & various field and office locations

Wage: \$0,000 Funded

POSITION SUMMARY

The Natural Resources Assistant supports the operations, logistics, and administrative functions of the Natural Resources Department. This position assists with restoration crew coordination, data entry, document management, permit tracking, scheduling, and communications. The Assistant ensures accurate documentation, compliance support, and timely completion of administrative tasks essential to field operations and environmental programs.

DUTIES & RESPONSIBILITIES

1. Data Management

- Enter, update, and maintain records related to land use, water resources, wildlife, forestry, restoration projects, and environmental permitting.
- Assist with organizing digital and physical files, logs, and compliance documentation.
- Maintain tracking systems for ongoing field projects, budget usage, and deliverables.

2. Report Preparation & Technical Support

- Assist in compiling reports, maps, charts, and presentations using GIS, Excel, and Word.
- Prepare summaries and updates for internal use, funding agencies, or Tribal Council.
- Ensure all documentation is accurate, current, and formatted to departmental standards.

3. Regulatory & Permit Support

- Track permit submission deadlines, renewal dates, reporting requirements, and compliance documents.

- Maintain logs for NEPA, CEQA, water quality, wildlife surveys, forestry activities, or other required permits.
- Assist in preparing materials for inspections, audits, or grant compliance reviews.

4. Communication & Customer Service

- Respond to public inquiries professionally and direct them to appropriate staff.
- Support outreach activities, such as conservation education efforts, newsletters, and community notices.
- Serve as a point of contact between office staff and field crews.

5. Scheduling & Coordination

- Organize and schedule staff meetings, field visits, stakeholder meetings, and trainings.
- Maintain the department calendar and notify staff of deadlines, meetings, or reporting dates.
- Coordinate logistics for visiting specialists, agency partners, and project collaborators.

6. Field Crew Support (Administrative)

- Prepare crew packets, timesheet templates, equipment checklists, and compliance logs.
- Track crew hours, supply usage, procurement requests, and field documentation.
- Assist the Natural Resources Coordinator with planning and operational support for restoration crews.

MINIMUM QUALIFICATIONS

- High school diploma or GED required; AA/AS degree in Natural Resources, GIS, Environmental Science, or related field preferred.
- Experience with data entry, office administration, or record management.
- Familiarity with GIS, ArcGIS, or mapping tools preferred.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to maintain confidentiality and handle sensitive information.
- Strong organizational skills and attention to detail.
- Ability to communicate professionally with staff, agencies, and the public.
- Valid California driver's license and insurable driving record.
- Ability to pass a background check and pre-employment drug test.

REQUIRED SKILLS & ABILITIES

- Strong administrative, clerical, and documentation skills.
- Ability to manage multiple tasks, deadlines, and priorities.
- Strong verbal and written communication skills.
- Ability to work independently and as part of a team.
- Willingness to learn natural resource terminology, regulations, and workflows.
- Ability to work effectively with both office and field staff.

PHYSICAL & WORKING CONDITIONS

- Work performed primarily in an office setting, with some field visits as needed.
 - Exposure to variable weather, rough terrain, and natural hazards during occasional fieldwork.
 - May require use of protective gear and adherence to safety protocols.
 - Occasional weekend or extended hours depending on project requirements.
 - Travel to training sites or partner project locations may be required.
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INDIAN PREFERENCE

Preference will be given to qualified Native American applicants under the Federal Indian Preference Act (43 CFR 17.3(d)). Verification of enrollment is required if claiming preference.

EQUAL OPPORTUNITY STATEMENT

The Pit River Tribe is an Equal Opportunity Employer and does not discriminate on the basis of race, color, sex, age, national origin, disability, marital status, or other non-merit factors.

HOW TO APPLY

Submit a completed Pit River Tribe Employment Application, résumé, and three (3) professional references to:

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hr@pitrivertribe.gov**