

36970 Park Ave  
Burney, CA 96013  
[www.pitrivertribe.org](http://www.pitrivertribe.org)



**Human Resources Dept.**  
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### Position Description

**Title:** Native Plant Specialist  
**Department:** Tribal Employment Rights Office (TERO)  
**Reports To:** TERO Director  
**Classification:** Hourly Full Time - Temporary  
**Pay:** \$24 - \$26/hour

#### **Job Summary:**

The Native Plant Specialist Fellow will assist in the care, propagation, and management of native and culturally significant plant species within the Pit River Tribe's Greenhouse Complex. This position supports the Tribe's broader goals of food sovereignty, ecological restoration, and cultural revitalization by helping grow, catalog, and distribute native plants for use in restoration, landscaping, and educational programs.

The Native Plant Specialist is a grant-funded position that is allocated for approximately 12 months under its current award. Continuation beyond this period will be dependent on the availability of additional grant funding.

#### **Essential Duties and Responsibilities:**

- Networks and maintains relationships with Federal, State, local, and private entities and other strategic partners for the purpose of supporting greenhouse and humisoil efforts
- Build, formalize, and manage collaborative partnerships with a diverse range of stakeholders including
- Propagate and maintain native and traditional plant species in greenhouse and nursery settings.
- Assist with transplanting, watering, soil mixing, labeling, and pest management.
- Support seed collection, cleaning, storage, and documentation efforts for tribal restoration projects.
- Work with the greenhouse team to prepare plants for outplanting on tribal trust lands and community gardens.
- Maintain clean, organized, and safe greenhouse and nursery environments.
- Participate in educational workshops or cultural outreach activities related to native plants and restoration.
- Maintain records of plant growth, inventory, and greenhouse conditions.
- Support the Tribe's ecological restoration and humisoil production projects through plant-related tasks.
- Provide educational workshops to youth and community.
- Attend required trainings and professional development sessions (including climate-resilience, ecological restoration, volunteer engagement, etc.).

#### **Licenses:**

Must possess a current and valid California Driver's License with a record acceptable to the PRT Policy and insurance carrier.

### **Education and Experience:**

- Knowledge of native California plant species and/or traditional ecological knowledge preferred.
- Experience in greenhouse, nursery, or horticultural work.
- Ability to work independently and collaboratively in a team setting.
- Strong attention to detail and ability to follow care schedules.
- Must be reliable, punctual, and able to lift up to 40 lbs.
- Tribal preference applies pursuant to the Pit River Tribe's TERO Ordinance.

### **Working Conditions:**

Work is in-person primarily within Modoc County.

### **Eligibility/Requirements:**

- Must be at least 18 years old.
- Must be a U.S. Citizen, U.S. National, or Lawful Permanent Resident.
- Must pass all required background checks (FBI, State of California Department of Justice, and National Sex Offender Public Registry).
- Must commit to the full service term
- Must not have previously completed more than one full-time AmeriCorps term (or more than 1,700 total AmeriCorps service hours). Individuals who have already completed a full AmeriCorps term are not eligible to serve in this fellowship.
- Must meet all California Volunteers / AmeriCorps program requirements and comply with all prohibited service activities.

### **Working Environment:**

The environment involves the usual risks and stress of an office environment. May require travel to attend trainings, planning meetings, or conferences.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

**Indian Preference:** Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d. Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

**Knowledge of Pit River Tribe:** this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

**Other related duties as assigned:** The Pit River Tribe (PRT position description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

**All candidates:** Please submit PRT Application, resume, cover letter and 3 professional references for verification of past employment history.

### **Contact:**

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