

Position Description

Logistics Coordinator

Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians (CTCLUSI) is hiring a temporary on-site Logistics Coordinator to set-up, secure and take-down logistics equipment and materials for an outdoor field school in partnership with Oregon State University's College of Forestry Seeds of Success Community Fellows program.

Overview

Seeds of Success is a Pacific Northwest ethnobotany native plant seed collection and Tribal conservation corps ecocultural restoration pilot project. This program helps advance Tribal co-management of public lands and awareness of how Indigenous Knowledge can help increase ecological resiliency and sustainability of natural resources. The program is funded by the Bureau of Land Management (BLM), administered by Oregon State University's College of Forestry, and locally implemented by the CTCLUSI. A prominent objective of the Seeds of Success program is engaging and uplifting Indigenous students in experiential learning supported through paid internships. The Community Fellows intensive field school is a portion of the Seeds of Success program that focuses on introducing high school age youth to environmental science, data collection skills and career paths during a two-week, remote field school that takes place on CTCLUSI lands east of Eugene near Deadwood, Oregon.

Apply by April 21, 2024.

Employment Start Date June 3, 2024.

Remote field school July 8 – 19, 2024.

Employment End Date July 26, 2024.

Full-time temporary position paying \$25 per hour.

Company vehicle provided.

Employee is expected to work from home while not traveling or on-site.

Duties:

- Assist Forestry Program Coordinator with contract set up as needed.
- Move supplies from Coos Bay to Deadwood property where the field school takes place.
- Assist maintenance crew with setup of kitchen trailer at Deadwood property.
- Communicate with and meet contractors at Deadwood property (shower/bathroom setup).
- Stay on-site at Deadwood property camp for duration of camp (July 7th to July 20th).
- Assist in preparation of meals (cold "continental-style" breakfast; DIY lunch (sandwich materials); hot dinner). Most dinners will be pre-made and just need to be heated and served.
- Assist with procurement and transport of groceries and supplies leading up to camp.
- Make grocery and supplies runs as needed during field camp.
- Assist with arts, crafts, and activities during evening at camp.
- Expect about 20 people at camp.

Minimum requirements:

- Must be able to pass criminal background check and fingerprinting to become an On-Call employee

for CTCLUSI.

- Must have a valid Oregon Driver's License.
- Must be at least 25 years old by date of hire.
- High school diploma or GED.
- Must have Food Handler's Card or ability to complete online course in first two weeks of employment.
- Ability to lift up to 50 lbs, hike on uneven ground, and stay in a tent in a remote area for minimum of two weeks.
- Strong communication skills and responsiveness using phone and email and ability to participate in zoom meetings.
- Proficient in use of basic computer applications such as Microsoft Office: Word, Excel.
- Must complete tasks with punctuality.
- Ability to work independently and with a team.
- Cultural humility and respect for Indigenous ways of life.
- Respect for women and all genders.

Preferred Qualifications:

- Associates Degree in natural resources or related field.
- Experience in experiential education, teaching, and or outdoor pursuits.
- Experience working with a Tribal community

How to apply:

To apply go to <https://ctclusi.org/human-resources-job-opportunities/> , go to "Special Events Employee" as the opening. When asked "Why you want to work here" enter: applying for the SOS Logistics Coordinator.

For more information contact Holley Carroll, CTCLUSI Forestry Program Coordinator at hcarroll@ctclusi.org. Phone (541) 888-7533.

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