

Aaniiih Nakoda College
USDA Extension Program Assistant * Job Description

Title: Program Assistant
Program: USDA Extension
Department: Sponsored Programs

Performance Duties:

- The Assistant will work closely with the USDA Extension Manager. The duties will include community garden planning, planting, maintaining, and harvesting with the Extension Manager and, at times, garden interns and/or community members and be a team player. Assisting with organizing the annual community harvest event. The Assistant may be asked to participate in educational classes/activities and manage the garden independently, and to work with local families, partners, and Tribal Leadership. This is a full-time seasonal position.

Supervisor:

Reports directly to the USDA Extension Program Manager

Qualifications:

- Minimum of a high school diploma or positive Montana HiSET (GED).
- Skills in attention to detail, critical thinking and decision-making skills, ability to follow through with projects and assignments.
- Proficient communication skills and a willingness to learn.
- Knowledge of general gardening, food safety, and some preservation practices.
- Must be able to work independently and at times, with people of all ages.
- Good written and oral.
- Capable of working outdoors and lifting heavy equipment and/or supplies.
- Must possess a current Montana driver's license.

Wage:

- \$14.00 per/hour

How to apply:

Submit 1) Letter of Application; 2) Current Resume; 3) College Transcripts; 4) High School/HiSET document; 5) 3 current letters of recommendation. Please have letters for recommendation correlate with the job you are applying for. Please send application to Aaniiih Nakoda College, Assistant to the President, PO Box 159, Harlem, MT 59526. Incomplete applications will not be considered.

Aaniiih Nakoda College does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference or membership or non-membership in an employee organization except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

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