
Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
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Vacancy Announcement

Title: Natural Resources Technician III (Food Sovereignty)

Reports to: Food Sovereignty Program Manager or Designee

Location: Orleans, CA

Salary: \$24.18-\$31.24 per hour, DOE

Classification: Full Time, Regular, Non-Exempt

Summary:

The Natural Resources Technician III (Food Sovereignty) is a grant-funded position that works under the Food Sovereignty Program Manager, or designee, to further develop and implement procedures for Food Sovereignty projects and programming; gathering, harvesting, processing and preserving traditional foods, community workshops, and data collection processes and other duties as assigned. This position will assist the Karuk Tribe Department of Natural Resources (KDNR) with project-level actions and activities. Tasks may vary depending on funding secured. Position may serve in the capacity of other KDNR divisions as Natural Resources Technician III, if qualified as long as supervisory control and efficiencies in operations can be maintained. Supervises Natural Resources Technicians I and II, volunteers and youth, as assigned. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Application Deadline: Open Until Filled

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's (TERO) Preference and Drug & Alcohol Policy apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2043, Fax: (855) 437-7888, Email: Humanresources@karuk.us

POSITION DESCRIPTION

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Responsibilities:

1. Actively participates in collaborative Food Sovereignty Program planning, including attending required functions, workshops, as well as informal Cultural Practitioner and community outreach.
2. Assists with harvesting, processing and preserving traditional foods, marketing, hosting community workshops. This includes coordination with tribal staff, schools, and other local partners, communication/outreach, event planning, school field trips, and data collection efforts.
3. Assists with keeping detailed records of community participation including sign ups, online registration forms, feedback surveys, etc., in designated box folders, as assigned.
4. Works cooperatively with Natural Resources staff, cultural practitioners, other tribes, partner organizations, agencies, and the public, as assigned.
5. Assists with project activities and supports the coordination and implementation of work within the department's mission, including activities conducted by cultural practitioners.
6. Communicates effectively with the supervisor, follows instructions, and carries out assigned tasks to the expected standards of quality, quantity, and conduct.
7. Demonstrates professionalism by maintaining appropriate conduct and completing all required documentation and timecards accurately and on-time.
8. Adheres to Tribe's and Program's confidentiality and personnel policies.
9. Be available for local and out of the area travel as required for job related training and various activities.
10. Attends all required meetings, trainings and functions.
11. Be polite and maintain a priority system in accepting other job-related duties, as assigned.

Qualifications:

1. Demonstrates ability to use a variety of computer programs and in particular understand, and when necessary, operates software such as Windows 10 and MS Office Suite applications, Box, Excel, AirTable and Canva.
2. Demonstrated intermediate knowledge of seasonal, traditional foods, fibers, and medicines.

3. Demonstrated ability to work effectively with Native American youth and family members in culturally diverse environments.
4. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
5. Demonstrates the ability to manage time well and work under stressful conditions with an even temperament.
6. Demonstrated ability to understand and follow oral and written instructions.
7. Demonstrates strong organizational skills, be able to prioritize duties and ensure timely completion of tasks.

Requirements:

1. Education and/or Experience:

- a. At least two (2) years higher education in Natural Resources and two (2) years of related experience as a field technician; OR
- b. An equivalent combination of education and related experience will be considered; 2:1 ratio (i.e. 2 years of experience equals 1 year of education).

2. Must have experience with harvesting, processing and preserving seasonal local produce and/or traditional foods.
3. Must have ability to coordinate reliable method of transportation and arrive at work in a timely manner.
4. Must be responsible for using safe work practices, for following directives, guidelines, and procedures, and for maintaining a safe and secure work environment.
5. Must be effective, efficient, productive and timely in producing and delegating assigned work products while maintaining data security at all times.
6. Must possess a valid Food Handler's License prior to starting.
7. Must have experience in, or willingness to learn, Global Positioning System (GPS) data collection using Data 123, Esri Field Maps and/or Avenza Maps.
8. Must have experience in event planning and marketing, coordinating community workshops, school field trips, etc.
9. Must be a self-starter, well organized, and willing to learn new skills.
10. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
11. Must successfully pass a pre-employment drug screening test.
12. Must adhere to required pre-employment background check, crim check and FBI fingerprints. Additionally, (IF applicable): Investigation of character as required by the Indian Child Protection and Family Violence Act (ICPFVP). The minimum standards require an investigation that shall include: a check of fingerprint files of the Federal Bureau of Investigation (FBI) and to appropriate local law enforcement agencies. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Committee Approved: July 14, 2026

Employee's Signature: _____

Form approved by Council 11/20/2025