

**PENOBSCOT NATION**  
TRIBAL ADMINISTRATION  
HUMAN RESOURCES



12 Wabanaki Way  
Indian Island, ME 04468  
TEL: (207) 817-7312

**JOB ANNOUNCEMENT:**

The Penobscot Nation is seeking applicants for the following position:

**OPENING DATE: 04/16/2024**

**CLOSING DATE: 04/30/2024**

**Agriculture Assistant 1**

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**JOB STATUS:**

**Agriculture Assistant 1**

**Career Field: Program Staff B**

**Pay Range: \$17.00 per hr.**

**Classification: Part-time, grant specific, seasonal**

**LOCATION:**

**Penobscot Nation**

**NATURAL RESOURCES**

**27 Wabanaki Way**

**Indian Island, ME 04468**

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**BRIEF DESCRIPTION OF DUTIES:**

**SEE ATTACHED JOB DESCRIPTION**

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**QUALIFICATIONS REQUIRED:**

Gardening experience is required with agricultural production methods and organic gardening experience preferred. Maine State Driver's license required. Master Gardener Program certificate preferred.

Native American Preference will be adhered to in accordance with Penobscot Nation Personnel Policies and Procedures.

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-Applications are available at the Human Resources Office located at 27 Wabanaki Way, Indian Island, ME 04468. Applications are available via email request at [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org), or on line at [www.penobscotnation.org](http://www.penobscotnation.org) or call 207-817-7312 to request applications be sent to you.

-Submit completed application on or before closing date to:

Attn: Penobscot Nation Human Resources  
mailing: 12 Wabanaki Way, Indian Island, ME 04468  
physical location: 27 Wabanaki Way, Indian Island, ME 04468

For further information, call 817-7312 or email at [Human.Resources@penobscotnation.org](mailto:Human.Resources@penobscotnation.org)

## **JOB DESCRIPTION**

**Position Title:** Agriculture Assistant I  
**Department:** Natural Resources  
**Reports To:** Agriculture Program Manager  
**Rate of Pay/Category:** \$17.00 /Program Staff Category B  
**Status/Term:** Part-time, seasonal, grant specific, 20 hrs/week

**JOB SUMMARY:** The Agriculture Assistant Specialist is responsible for assisting the Agriculture Program Manager with the care of live plants, compost, farm animals, and beehives.

### ***ESSENTIAL DUTIES/RESPONSIBILITIES:***

- 1) Assist with the day-to-day needs of the soil and plants. Includes soil preparation, seed/seedling planting, cultivation, harvest, and distribution of produce in the community.
- 2) Assist with maintaining chickens, beehives, and goats.
- 3) Assist with Maple Syrup process.
- 4) Maintain daily logs of activities.
- 5) Provide Technical Assistance to tribal member gardeners with home and Indian Island gardens.
- 6) Follow food safety practices including personal hygiene, washing produce and proper packaging for distribution.
- 7) Follow proper safety use of tools and equipment.
- 8) Follow proper cleaning and storing tools and equipment.

***KNOWLEDGE/SKILLS/EXPERIENCE REQUIREMENTS:*** (i.e., education required/preferred, skills required/preferred, years of experience required/preferred)

**Skills: Must have at least 1 year of experience with agricultural production methods and organic gardening preferred**

***LICENSES/CERTIFICATES/REGISTRATIONS:*** (i.e., driver's license, professional licensing/certification)

Maine State Driver's license required.

Master Gardener Program certificate preferred.

***PHYSICAL DEMANDS/CONDITIONS/REQUIREMENTS:*** (i.e., physical requirements of position, job environment/conditions)

Physical requirements for the position involve the ability to lift up to 40lbs, and work in outdoor and greenhouse settings. Ability to work around honey bees. Job duties require working in areas where biting flies and mosquitoes may be present.

*Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures*

*External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request*