



400 Monarch Drive  
Houma, LA 70364  
(985)223-3093

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**NOTICE OF POSITION OPENINGS:**

**February 11, 2023**

The United Houma Nation currently has two (2) employment positions available and seeking three (3) contractors for the below positions. The announcement will remain open until the end of the day Friday, March 3, 2023 or until filled.

HOW DO I APPLY?

Interested applicants should submit resumes, cover letters, and employment applications to the above address by the posted deadline. The UHN also requests all interview candidates to complete an employment application; therefore, it is recommended applicants to submit all necessary forms in advance of the process. Resumes and applications can also be hand delivered. Emailed applications and resumes are the least preferred option of receipt. Any application information emailed must be sent with the email title of the position you are applying for and your name (ie, AGRICULTURE COORDINATOR – JOHN BILLIOT) sent to [info@unitedhoumanation.org](mailto:info@unitedhoumanation.org).

Individuals seeking contract positions should also include experience working independently.

DEADLINE TO SUBMIT: March 3, 2023 unless an extension is granted

EMPLOYMENT POSITIONS:

**AGRICULTURE COORDINATOR** - Responsible for establishing and coordinating the day-to-day operations of the United Houma Nation agriculture initiatives including farm to table as well as fisheries. Provide training in field and classroom assistance to improve outcomes for small independent farmers and fishers including beekeeping. Provide training to UHN youth and citizens about agriculture food systems that focus on reclaiming, revitalizing and reimagining local native food systems. Develop and implement agriculture training that is based on program mandates and curriculum prioritizing food production and educational learning opportunities for UHN youth and citizens with a particular interest in food sovereignty, reducing invasive species, and promoting native species growth. Partner and work collaboratively with community partners as needed to provide additional resources to UHN citizens. Work in coordination with UHN administration to develop and implement all projected goals within established timelines in meeting the needs of the local tribal community.

- Position is preferred to be full-time, but may be part-time if portions of responsibilities would require contractor assistance. Position may rotate to multiple sites in Terrebonne parish.
- **PREFERRED:** Bachelor's Degree from an accredited college or university or 5+ years of experience overseeing agriculture/fisheries ventures.

- **REQUIRED:** A minimum of 3 to 5 years of agriculture/fisheries programming and capacity building.
- Salary range is \$23,400 - \$38,671 and will be dependent upon experience.

**ARCHIVIST/RESEARCHER** – Perform professional archival activities related to identification, collections, preservation, and maintenance of records and artifacts as well as assisting with tribal research efforts.

- Full-time position based in Houma, LA
- **REQUIRED:** A Bachelor’s Degree from an accredited college or university in the field of anthropology, library science, or history or 5+ years of experience of prior archival or research experience.
- **PREFERRED:** Prior knowledge and/or experience specifically with researching records for Native Americans.
- Salary range is \$26,000 - \$32,240 and will be dependent upon experience.

**CONTRACTUAL POSITIONS:**

**HEALTHY TRANSITIONS SITE COORDINATOR** – This contract would be with the Tunica-Biloxi Tribe for new services being offered to UHN tribal youth ages 16 to 26 in need of support and assistance who may be experiencing significant mental health needs, or in need of a diagnosis, and treatment assistance. This Coordinator will be based at the UHN Houma Office and work throughout the 6-parish service area to conduct outreach on program services, assist youth and families in applying for assistance, and assisting in identifying providers and programs to support needs identified. The contract will be for 1-year.

- Full-time effort expected to reach performance goals
- **REQUIRED:** Prior experience working with youth or the mental health field.
- **PREFERRED:** Knowledge of the UHN tribal community.
- **CONTRACT RANGE:** \$32,000 - \$38,000 as negotiated with Tunica-Biloxi staff

**COMMUNITY RESEARCHER (2 CONTRACT POSITIONS AVAILABLE)** – Responsible for assisting the research team in meeting with survey participants to complete the intake of confidential survey data. Contracts would be complete by no later than September 30, 2023, but likely sooner. Individuals would utilize I-Pads to meet with individuals to enter survey data to the lead researcher and be able to complete the necessary online training (CITI – Research, Ethics and Compliance Training).

- Individuals are ideally being sought to work in the Greater New Orleans Area and St. Mary Parish from their homes on a flexible schedule
- **REQUIRED:** High school diploma with the ideal candidate a college student

- **PREFERRED:** Knowledge of tribal communities as well as experience working with sensitive and confidential data collection
- **CONTRACT RANGE:** \$12,000 - \$16,000 dependent on achievement of goals and objectives

The UHN practices Indian preference in hiring qualified candidates.