NOTICE OF POSITION OPENINGS:  

July 26, 2023

The United Houma Nation currently has two (2) employment positions available. The announcement will remain open until the end of the day Friday, August 11, 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, LEGAL ASSISTANT – JOHN BILLIOT) sent to info@unitedhoumanation.org.

DEADLINE TO SUBMIT:  First deadline is Friday, August 11, 2023 or until filled

EMPLOYMENT POSITIONS:

LEGAL ASSISTANT (Entry Level) – Assists with operations of legal assistance services including day-to-day operations as assigned, maintains department calendar and schedule, and assists with drafting documents, tracking progress, and coordinating meetings as needed. Communicates effectively with others as assigned in writing and orally. Conduct all initial research and provide information to the supervisor. Maintain all legal records in an organized, confidential way. Provides alert to supervisor regarding any management of potential concerns or issues. Ensures that all operations are conducted in a timely manner and within best practices based on established program practices and procedures. Highly effective and efficient with obtaining and maintaining operational records in alignment with the goals of program.

- Full-time position based in Houma, LA
- REQUIRED: A Paralegal Degree.
- PREFERRED: At least three (3) years experience working in a legal firm.
- Salary range is $25,480 - $28,808 and will be dependent upon experience.

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 or Associates 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.

The UHN practices Indian preference in hiring qualified candidates.