



**\*\*NOTICE OF TEMPORARY JOB OPENING\*\***

<b>Job Title:</b> Gardener	<b>Department:</b> Environmental
<b>Classification:</b> Non-exempt	<b>Office Hours:</b> M-F, 8:00 a.m. to 5:00 p.m.
<b>Salary Range:</b> \$17.79 - \$24.03 (DOE)	<b>Location:</b> Rohnert Park, CA
<b>Reports to:</b> Tribal Lands Manager	<b>Type:</b> Full-time Temporary 2-3 Month Assignment

**Mission Statement:** *The Federated Indians of Graton Rancheria exists to exercise our inherent sovereign powers, customs and traditions; to perpetuate our unique native heritage; to preserve and protect the rights and privileges of our Tribe; to establish justice in the conduct of Tribal affairs; to work for the social and economic betterment of all citizens; and foster the value of education.*

**Position Purpose:**

The Gardener, as part of the Tribe’s Environmental Department, is under the direct supervision of the Tribal Land Manager and will perform a full range of activities related to the Tribe’s gardening program and future goals of expanding and diversifying farm production. The garden is essential in providing fresh and healthy organic produce for the Tribe’s Citizens. The incumbent must grow and harvest high quality produce according to organic and regenerative practices and act as a mentor for Tribal Citizens interested in working and learning organic farming techniques in the garden. The incumbent will participate in the care of an extensive plant collection, organic fruit and vegetable crops, herbs, and annual and perennial flowers, as well as associated record keeping.

**Minimum Mandatory Qualifications**

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| Experience:   | <ul style="list-style-type: none"> <li>❖ Two years of direct experience with organic gardening and/or farming methods and practices</li> <li>❖ Experience working with volunteers in a service environment</li> <li>❖ Experience building relationships in a diverse community</li> </ul>  |
| Education:  | <ul style="list-style-type: none"> <li>❖ High School Diploma or equivalent (GED)</li> </ul>  |
| Other:  | <ul style="list-style-type: none"> <li>❖ Must successfully clear pre-employment testing, including, but not limited to a criminal background check, fingerprinting, and drug and alcohol screening, and Covid-19 test</li> <li>❖ Must possess a current and valid driver’s license and must be insurable</li> </ul>  |
| Preferred Qualifications:   | <ul style="list-style-type: none"> <li>❖ Associate’s or Bachelor’s Degree</li> <li>❖ Landscaping and/or Construction Experience</li> </ul>   |
| Mandatory Knowledge, Skills, Abilities, and other Qualifications: | <ul style="list-style-type: none"> <li>❖ Ability to lead, provide direction, train, promote cooperation and team building, and recognize and appreciate volunteers</li> <li>❖ Ability to work collaboratively with staff, supervisors, volunteers, Tribal Citizens, contractors, and others</li> <li>❖ Ability to work occasional weekends, early mornings, and evenings throughout the year</li> <li>❖ Ability to work independently as well as collaborate with a team</li> <li>❖ Knowledge and experience in watering, integrated pest management, propagation, planting, plant cleaning, pruning, harvesting, managing weeds and invasive plants, bed preparation, composting, sowing and transplanting.</li> <li>❖ Knowledge of seed saving and processing</li> <li>❖ Knowledge of maintenance requirements of garden and landscape equipment</li> <li>❖ Must be knowledgeable and confident in soil building methods</li> <li>❖ Must possess strong written and verbal communication skills</li> <li>❖ Must possess creative problem-solving abilities and techniques and willingness to be flexible</li> <li>❖ Must be well organized and able to keep track of daily work details and hours</li> </ul> |

- ❖ Must have a positive attitude and strong interpersonal and communication skills
- ❖ Ability to operate a computer and general office equipment
- ❖ Must possess strong computer skills including, Microsoft Office, Excel, Word, and other system knowledge
- ❖ Must maintain a current and valid driver's license and must be insurable
- ❖ Perform other duties as assigned

**Benefits:**

FIGR offers a healthy, engaging work environment with a competitive benefit package that includes, medical, dental, vision, and 401K Plan, paid holidays, PTO, Long-Term Disability Insurance, and meal card. Voluntary supplemental insurance offered through AFLAC.

**To Apply:** Please submit a **Tribal Employment Application with your resume and a cover letter** detailing your education and experience related to the position advertised. Visit our website at [www.gratonrancheria.com](http://www.gratonrancheria.com) to download a copy of the application, job announcement and, job description. Email complete application packet to:

[jobs@gratonrancheria.com](mailto:jobs@gratonrancheria.com) or mail to  
Federated Indians of Graton Rancheria  
Attention: Human Resources  
6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928

Or you may drop off your application packet prior to the close of business on the deadline date listed on this Job Announcement.

**Application Closing Date and Time: OPEN UNTIL FILLED**

**FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY**

The Federated Indians of Graton Rancheria is a federally recognized Indian tribe and, in accordance with the Tribe's human resources policies, has adopted and implemented a Tribal and Indian Preference Employment Statute. Pursuant to this Statute, Federated Indians of Graton Rancheria shall give preference in hiring in the following order of priority: (1) Citizens of the Federated Indians of Graton Rancheria, (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe

***Applicants asserting American Indian preference must submit verifying information, such as written confirmation of tribal membership, Certificate of Degree of Indian Blood, or other documentary evidence.***