



**PHYSICAL DEMANDS:**

Frequent and long periods of walking, standing, or sitting, and occasional lifting, reaching, bending, kneeling, and stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment, and field equipment. An employee will need to be able to meet the physical requirements for a Michigan Operator's License. An employee will need normal or corrected to normal range of sight and hearing and will routinely carry work related materials up to fifty (50) pounds.

**WORKING ENVIRONMENT:**

Work is performed in a variety of physical environments such as within a climate-controlled environment to aboard watercraft, wading in rivers or lakes, and in all types of weather (hot, cold, humid, dry, snow, rain, ice, wind). The employee's work schedule will need to be flexible and adjusted according to program needs, including weekends, evening, and overnight hours. Overnight and local travel may be necessary for program needs. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. The use of personal protective equipment is necessary in this position. Such equipment may include gloves, masks, safety glasses, work boots, sun screen, insect spray, protective or insulated clothing/coverings, and life vests (PFD).

**Application Instructions:**

**Obtain an application** form (fillable online) on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) (under "Employment" heading) or a copy of the position description by contacting Human Resources at:

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660*  
*Phone: (231) 398-6859; Email: [apply@lrboi-nsn.gov](mailto:apply@lrboi-nsn.gov) ATTN: HR*

**To apply:** Please submit completed LRBOI application, cover letter, resume, and copy of Tribal ID Front/back (if applicable) to:

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660*  
*Fax: (231) 331-1233; Email: [apply@lrboi-nsn.gov](mailto:apply@lrboi-nsn.gov).*

**Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a probationary introductory period.**

***For further information, please contact the LRBOI HR Department.***

**Posted: 02/05/2025**

**Removed: Until Filled**