

POSITION: Forest Aide Crew Foreman**SALARY:** \$8.75 hourly**LOCATION:** Forestry Office, Hwy 18**LENGTH:** Seasonal**CLOSING DATE:** March 13, 1992**RESPONSIBILITIES:**

This position is as a foreman of a crew of three to five personnel. Work will consist of fire fighting, prescribed burning, fire trailing, roadside brush clearing, reforestation, and inventory data gathering.

DUTIES:

- Firefighting (may be away from home up to 21 days).
- Work on prescribed burns (hand ignition, holding, and mop-up) with crew.
- Slashing of brush and hardwood trees using a power saw.
- Stream cleaning using hand tools and power saws.
- Construction of fire trail using hand tools and power saws.
- Hand application of herbicides using backpack sprayer.
- Gathering inventory data.
- Maintain fire equipment.
- Tubing, budcapping, and planting trees.
- Pruning trees.
- Other duties as assigned.

QUALIFICATIONS:

- High school diploma or GED.
 - At least 18 years of age.
 - Have a valid Oregon Drivers License and a good driving record.
 - One year experience of supervising others.
 - Two years experience using a chainsaw.
 - Good physical condition; must be able to pass the fire fighting step test.
 - Willing to work odd hours, late evenings, weekends, and holidays.
 - Willing to travel, and be away from home for long periods.
 - Current CPR/First-Aid card or able to obtain within 30 days of hire.
 - Must have own leather work boots and own rain gear preferred.
 - Tribal/Indian preference applies.
- Send application to:
Barbara Mercier
Confederated Tribes of Grand Ronde
9615 Grand Ronde Rd
Grand Ronde, OR 97347

POSITION: Forestry Aid**SALARY:** \$7.00 to \$8.10 hourly**LOCATION:** Forestry Office, Hwy 18**LENGTH:** Seasonal**CLOSING DATE:** April 3, 1992**RESPONSIBILITIES:**

This position consists of fire fighting, prescribed burning, fire trailing, roadside brush clearing, reforestation, and inventory data gathering.

DUTIES:

- Fire fighting (may be away from home up to 21 days).
- Work on prescribed burns (hand ignition, holding and mop-up) with crew.
- Slashing of brush and hardwood trees using a power saw.
- Stream cleaning using hand tools and power saws.
- Construction of fire trails using hand tools and power saws.
- Hand application of herbicides using backpack sprayer.
- Gathering inventory data.
- Maintain fire equipment.
- Tubing, bud capping, and planting trees.
- Other duties as assigned.

QUALIFICATIONS:

- High school diploma or GED.
- At least 18 years of age.
- Be in good physical condition; must be able to pass the fire fighting step test.
- Valid Oregon Driver's License and a good driving record.
- Chain saw experience.
- Willing to work odd hours, late evenings, weekends, and holidays.
- Willing to travel and be away from home for long periods.
- Current CPR/First Aid card or able to obtain within 30 days of hire.
- Must have own leather boots and rain gear preferred.
- Tribal/Indian preference applies.

Send application to:

Barbara Mercier
Confederated Tribes of Grand Ronde
9615 Grand Ronde Rd
Grand Ronde, OR 97347

**POSITION:** Economic Development Secretary**SALARY:** \$13,000 to \$15,000 Regular Full time.**REPORTS TO:** Economic Development Director**LOCATION:** 9615 Grand Ronde Rd.

Grand Ronde, OR 97347

CLOSING DATE: March 27, 1992.**RESPONSIBILITIES:**

This position will perform a variety of secretarial, clerical and/or technical duties for the Economic Development Department.

DUTIES:

- Provide clerical and secretarial support for the Economic Development Department including answering phones, typing, filing, data processing, transcription, and making travel arrangements.
- Maintain departmental records and files as well as an accurate, timely, computerized database of departmental information.
- Act as a research assistant for department personnel of various projects as needed.
- Work with department personnel to schedule and coordinate departmental meeting and activities.
- Provide back-up support with projects relating to the Spirit Mountain Development Corporation.
- Participate in the department's management team--creating policies and procedures to meet departmental goals.]
- Ensures the timely submission of departmental reports and accounting/personnel documents.
- Other duties as assigned.

QUALIFICATIONS:

- High school diploma or GED, and two years clerical experience. One year of college course work in office management or related field may be substituted for one year of experience.
 - Must be able to type 50wpm.
 - Must demonstrate good oral and written skills.
 - Must demonstrate excellent organization skills.
 - Ability to work with minimum supervision.
 - Must be able to work with the tribal community and business representatives.
 - Basic computer skills in word processing and on a database management system; Wordperfect 5.1 and Lotus and/or Paradox preferred.
 - Must be willing to accept training.
 - Must have a professional attitude.
 - Ability to use standard office equipment--typewriter, computer system, multi-line phone system, fax machine, calculator and photocopier.
 - Ability to maintain the confidentiality of clients and departmental projects.
 - Ability to work under stress and maintain a pleasant attitude.
 - Tribal/Indian preference applies.
- Submit application/resume to:
Barbara Mercier
Confederated Tribes of Grand Ronde
9615 Grand Ronde Rd
Grand Ronde, OR 97347



Erika Kai Merrill born 11-25-91. She weighed 7 lbs. and 6 oz. and was 21 inches long. Proud parents are Brent and Vicki Merrill. Grandparents are Sonna Stronach and LaVerne Hostler. Uncles are Don Grishaber and Freemond Bean. Congratulations to the Merrill family.

Training pickers; earn extra money

The Spirit Mountain Development Corporation's Special Forest Products Division, a subsidiary of the Confederated Tribes of Grand Ronde is seeking eager, hard-working individuals to help pick and sort forest products which will be sent to locations all over the world.

Training is available for those tribal members interested in earning a little extra money to beat the high cost of living today.

Several thousand pounds of forest products, including; salal, cones, fern, moss, fir boughs and more, depending on the season, passes through the cold warehouse just one block away from the Willamina Lumber Company every week.

Most of the products are shipped to Seattle and from there they are shipped overseas.

Spirit Mountain Development Corp. offers competitive prices for forests products and a flexible schedule.

For more information on buying guidelines or on how to get started call (503) 876-2064. You can also stop by one of the buying locations at 942 NW Main St in Willamina and Highway 101 in Beaver.

POSITION: Van Driver/Warehouse Worker**SALARY:** \$6.00 to \$9.00 hourly d.o.e.**DUTIES:**

- Work under the supervision of the Plant Manager.
- Work in warehouse grading and packaging special forest products.
- Train to buy all special forest products, (salal, fern, moss, etc).
- Drive 20' cargo van to pick up product from suppliers.
- Drive 20' cargo van to make deliveries to customers.
- Perform other work as required by the supervisor.

REQUIREMENTS:

- Valid Oregon drivers license with good driving record--mandatory check.
- Physical or current I.C.C. medical card.
- Drug test.
- Outgoing personality.
- Versatility.
- Good knowledge of math.
- Greenery knowledge desirable.
- Tribal/Indian preference applies.

Send resumes to:

Mitch Conley or Bob Mercier
Spirit Mountain Development Corp.
P.O. Box 70
Grand Ronde, OR 97347