

**Burns Paiute Tribe
Visitor Services Support Member and
Tribal Program Assistant – Malheur
National Wildlife Refuge Job**



Job Title: Visitor Services Support Member and Tribal Program Assistant – Malheur National Wildlife Refuge Job

Department: Culture & Heritage

Reports to: C&H Director and MNWR Project Leader onsite

FLSA Status: Part-time

Opens: 5/20/2026

Closes: Open until filled

Salary: Salary \$27.00/hr for 532 hours (3 months) + mileage (\$0.72/mile)

SUMMARY

The U.S. Fish and Wildlife Service and High Desert Partnership are seeking a motivated individual for a temporary entry-level position to assist with visitor services, volunteer coordination, and Tribal programs alongside Malheur National Wildlife Refuge staff. This temporary position is a fantastic opportunity to gain hands-on experience in visitor services, community engagement, and wildlife conservation while collaborating with the Friends of Malheur National Wildlife Refuge and providing a valuable service to the Burns Paiute Tribe. Location Details/Description: Malheur National Wildlife Refuge is located 32 miles south of Burns, Oregon. The Refuge is famous for spectacular concentrations of wildlife, which are attracted to the Refuge's habitats and abundant water resources in an otherwise arid landscape. The Refuge protects more than 187,000 acres and represents a crucial stop along the Pacific Flyway as a resting, breeding, and nesting area for hundreds of thousands of birds and other wildlife. Visitors are drawn to Malheur's abundant wildlife and natural resources. The Refuge provides a variety of recreational opportunities for visitors to enjoy from wildlife viewing, interpretation, and education to fishing and hunting. Malheur is committed to protecting resources of plants, animals, and cultural resources by working with the Burns Paiute Tribe. For more information about Malheur National Wildlife Refuge, visit the Malheur National Wildlife Refuge website at <https://www.fws.gov/refuge/malheur>.

POSITION OVERVIEW

The mission of the U.S. Fish and Wildlife Service is to work with others to conserve, protect, and enhance fish, wildlife, plants, and their habitats for the continuing benefit of the American people. This position will help the U.S. Fish and Wildlife Service realize its mission at Malheur National Wildlife Refuge. During this term, the employee will, under the guidance and direction of Malheur National Wildlife staff, support the visitor services program, participate in outreach and educational programs, assist with the volunteer program, develop meaningful Tribal engagement, and assist with administration to help maintain files and records related to visitor services,

volunteers, and programs engaging the Burns Paiute Tribe. The Refuge is collaborating with High Desert Partnership (HDP) to manage this position in support of the local Youth Changing Community Collaborative.

RESPONSIBILITIES

Visitor Services Program:

- Assist with opening, closing, and staffing the Visitor Center to help facilitate visitor inquiries and provide information about Refuge activities, facilities, and regulations
- Conduct formal/informal interpretation at the Visitor Center, wildlife observation areas, and auto tour route by providing visitors with information that enhances public engagement and education about the Refuge's natural and cultural resources
- Assist in developing an effective interpretative program across the Refuge to connect visitors to the Refuge's natural and cultural resources
- Develop and teach environmental education programs to schools and community groups on-and-off Refuge aligned with the Refuge's environmental education objectives
- Assist with identifying and building partnerships with local schools and community organizations that serve diverse and non-traditional audiences
- Develop and maintain an integrated signage program to provide visitors with clear navigation instruction
- Assist in evaluating visitor services programs (e.g., trails, fishing, hunting) to ensure they meet the needs of diverse audiences
- Help with reviewing, editing, and maintaining the Refuge's website and literature
- Volunteer Program: Assist with managing volunteers for various programs and special events to help volunteers perform at their best and benefit the volunteer program
- Help with organizing volunteer activities on-and-off Refuge for various programs and special events ensuring a positive and rewarding experience for participants
- Help maintain volunteer living quarters that are suitable for year-round use with basic amenities

Engagement with Tribal Departments:

- Assist in building respectful, collaborative relationships with Tribal partners to support cultural resource programs and activities on the Refuge
- Assist in coordinating meetings for open communication and consultation for Refuge projects
- Facilitate communication between the Refuge and Tribal departments ensuring equitable access to resources on the Refuge
- Help communicate and engage Tribal members with special events on-and-off Refuge

Assist with promoting collaborative conservation efforts between the Refuge and Tribal departments. These duties will provide the employee with the opportunity to reach a diverse group of people, make a positive impact at Malheur National Wildlife Refuge while gaining valuable

experience in visitor services and community engagement, and develop knowledge and appreciation of wildlife conservation and the National Wildlife Refuge System.

INDIAN PREFERENCE

Indian preference will be given to candidates showing proof of enrollment in a federally recognized tribe. In the absence of Indian applications meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Successful candidate must:

- Submit to and pass a drug test.
- Submit to a criminal background check.

HOW TO APPLY:

Return **1)** completed [Burns Paiute Tribe Application](#), **2)** cover letter, **3)** resume/CV, and **4)** educational transcripts to:

Human Resources Director Burns Paiute Tribe
100 Pasigo St, Burns, OR 97720
Email: HR@burnspaiute-nsn.gov

And

CC: Thierry Veyrié, Culture & Heritage Director
Burns Paiute Tribe
71210 Foley Road, Burns, OR 97720
Email: thierry.veyrie@burnspaiute-nsn.gov

For more information, contact Thierry Veyrié (above).

****ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED****

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Mon – Fri, 8-5 pm
Or, request one via email: hr@burnspaiute-nsn.gov

You may also download an application here: [BPT Application](#)
(<https://burnspaiute-nsn.gov/wp-content/uploads/2023/09/Online-App.pdf>)