



Wallowa Land Trust

Wallowa Gathering Event Planner Job Announcement

Position Title: Wallowa Gathering Event Planner

Reports to: Executive Director

Status: Temporary part-time position (10-20/hrs week); full time during event dates.

Temporary employee: Contracted March 15, 2023 - June 5, 2023

Location: Wallowa County, OR

Compensation: \$30/hr, benefits not included.

Application deadline: March 10, 2023

Background

Wallowa Land Trust is a 501(c)3 nonprofit organization based in Enterprise, Oregon. Formed in 2004, our mission is to protect the rural nature of Wallowa County by working cooperatively with private landowners, Indigenous people, local communities and governmental entities to conserve land. Please refer to our website to learn more about us: www.wallowalandtrust.org.

The fourth annual Wallowa Gathering will take place in the spring of 2023 – dates to be determined, but likely the end of May. The event connects tribal members with private landowners to provide access for ceremony and the gathering of First Foods and medicines.

The Gathering project started in 2019 as a way to bring native people together to practice Indigenous lifeways on private lands in Wallowa County. The goal for 2023 is to increase tribal access to privately owned lands in Wallowa County for gathering of First Foods and medicines.

Wallowa Gathering Objectives:

- Create a space for landowners to meet tribal members and learn about First Foods and why access is important to tribes.
- Identify specific lands and landowners that are open to providing access.
- Provide on-the-ground-learning opportunity for landowners to understand the importance of traditional gathering.
- Support outreach by tribal members within their own tribal communities.
- Make sure facilities and gathering opportunities are accessible.
- Support mentoring/learning between tribal members.
- Provide lodging and food.
- Provide money for incidentals.

- Reimburse for mileage.

The Event Planner plays an important role as the lead on all logistical planning for the Gathering.

Summary of Position

The Event Planner is responsible for managing logistics and organizational planning leading up to, during, and after the Spring 2023 Wallowa Gathering Event in Wallowa County, OR. The event is generally timed to coincide with the availability of biscuitroot (*lomatium*). This usually takes place at the end of May, early June, depending on weather conditions.

The event takes place over the course of five, noncontiguous days starting in March:

1. LANDOWNER INFORMATIONAL SESSION: A landowner informational session about tribal access to private lands is scheduled for March 31st, from 4-6 PM at The Place in Joseph.
2. SCOUTING TRIP: A preliminary scouting trip with a small group of gatherers will take place over one or two days in late April or early May.
3. ROOT FEAST: A Root Feast to be held in late May at the Wallowa Longhouse.
4. GATHERING: Two days of root gathering on privately owned lands in Wallowa County, immediately following the Root Feast (late May, early June).
5. POTLUCK: The event closes out with a Community potluck.

Up to 100 tribal members from the Nez Perce Tribe, the Confederated Tribes of the Umatilla Indian Reservation and Chief Joseph Band members from the Confederated Colville Tribes are expected to attend the Gathering.

Description of Duties

1. LANDOWNER INFORMATIONAL SESSION: The Event Planner will coordinate set up and cleanup of the venue, participation sign-in, distribution of informational materials, and arrange for food and drinks.
2. SCOUTING TRIP: The Event Planner will attend the scouting trip, coordinating food, lodging and transportation for participants (usually 5-6 tribal members).
3. ROOT FEAST: The Root Feast is tribal led and usually has minimal involvement from the Land Trust. However, the Event Planner will be available to help as needed. This may involve arranging for the purchase and delivery of bison steaks for the Feast and any on-site needs Feast organizers may have on the day of the Feast (ie: helping with set up and clean up).
4. GATHERING: The bulk of the responsibilities for this position are preparing for and participating in the two days of gathering. This includes, but is not limited to:

- Coordinating with landowners re: gathering by tribal members;
 - Helping tribal members secure lodging and mileage reimbursement;
 - Procuring supplies as necessary;
 - Arranging the set up and management of a “Homebase” (location TBD);
 - Coordinating volunteers;
 - Arranging for lunch, dinner, snacks and drinks;
 - Running errands as needed;
 - Serving as a resource for tribal members; and,
 - Solving problems and finding solutions on the fly.
5. POTLUCK: The Event Planner will provide help as needed for the closing community potluck.

Qualifications & Attributes

- ✓ Experience planning and organizing events.
- ✓ Highly organized with excellent verbal and written communication skills.
- ✓ Ability to handle stress and remain calm.
- ✓ Ability to creatively problem solve.
- ✓ Computer proficient (Zoom, Microsoft Office, Excel, Outlook).
- ✓ Willingness and ability to travel and work a flexible schedule including some evenings and weekends.

Special Requirements/Licenses:

- ✓ Must have reliable vehicle with insurance and valid driver’s license. Mileage reimbursement available.

Physical Demands of Position:

While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects and tools. The position requires mobility, manual dexterity, and coordination for over 75% of the work period while operating equipment such as a computer keyboard, motor vehicle, hand tools, etc. Duties may involve moving materials weighing up to 50 pounds, driving a vehicle and ATV, hiking in wooded areas, bending and stooping.

Compensation

Competitive hourly rate of \$30/hr. Benefits not included. This is a temporary, part time contract position with Wallowa Land Trust. Employment will begin March 15, 2023 and end on June 5, 2023.

To Apply

Send resume, cover letter and three professional references in a single PDF via email to kathleen@wallowalandtrust.org. The deadline to apply is March 10, 2023.