



WISDOM OF THE ELDERS, INC

## WISDOM AGRICULTURAL BUSINESS INCUBATOR (WABI) INTERN POSITION DESCRIPTION

**Deadline to Apply:** February 1, 2019

**Location:** Portland, OR & Marion County

**Rate of Pay:** \$750/month

**FTE:** .6 FTE (3, 8-hour days per week)

### **BACKGROUND**

Wisdom of the Elders, Inc. was founded in 1993 to record, preserve, and share Native American oral history, cultural arts, language concepts, and traditional ecological knowledge of exemplary indigenous elders, storytellers, and indigenous scientists in collaboration with diverse tribes, organizations and agencies. Our vision: Native American cultural sustainability, multimedia education and race reconciliation.

Wisdom Workforce Development (WWD) was created in 2015 and has now expanded to serve rural and reservation-based Native Americans through the Wisdom Agricultural Business Incubator (WABI). WABI will support the startup and development of six (6) businesses by Native American adults who form agricultural/horticultural businesses in rural Oregon through a 3-month internship (March 2019-May 2019).

### **POSITION DESCRIPTION**

The Wisdom Agricultural Business Incubator (WABI) will support the startup and development of 6-8 businesses by Native American (American Indian, Alaskan Native, Native Hawaiian and Pacific Islander) adult interns to plan and create an agricultural/horticultural microenterprise business in rural Oregon. WABI will provide support services, including entrepreneur business development training, strategic planning, business plan development and financial planning.

Interns will achieve training and create a business plan over the course of a 3-month PAID internship from March to May 2019. Training will be provided through weekly seminars in our Portland classroom, a plant nursery south of Portland and other field visits in Marion County. Even more, interns will be provided 1:1 matching funds from a local CDFI for business start up costs! Though the internship is only 3 months, interns will receive ongoing support for at least three years from the Wisdom Agricultural Coop as they continue growing their business!

This is a unique opportunity to not only grow Native owned businesses and jobs, but to also intentionally cultivate First Food/Native species in nursery/horticultural setting! By focusing on first foods, WABI will provide participants with opportunities to become skilled leaders in native plant production for multiple applications, with the unique capacity to additionally share the cultural relevance of the plants they propagate. Additionally, this position will at times be physically demanding, including working in all weather conditions. But it is also a very fulfilling position that will teach you a lot about yourself, immerse you in nature, advance your experience in a STEM career, particularly in the fields of conservation, natural resources, and outdoor education – and in ways that weave Indigenous knowledge/sciences and Western sciences with a group of peers and professional mentors.

**ESSENTIAL JOB DUTIES:**

1. Complete the entirety of the internship and all its field- and classroom-based activities from March thru May 2019 in Portland, OR, Marion County and other field sites.
2. Learn and conduct native plant identification and native seed harvesting/propagation techniques, processes, and procedures – as well as select and propagate 4-6 native plants in a nursery setting.
3. Create a draft micro-horticulture/agricultural business plan and a 1:1 matching savings account with a local CDFI (that is TBD) for business start up costs.
4. Write/read reports and take notes – as well as learn and practice key Indigenous Science and natural resource terminologies/protocols, resources, etc. – in field and classroom-based environments.
5. Maintain assigned materials, binder & tools inventory – as well as use hand and power tools (shovels, loppers, power mower/trimmer, rakes, etc.) to maintain health of the Native Plant Nursery and other Native Plant settings.
6. Safely and effectively work with a professional demeanor independently and as part of a team with minimal supervision.
7. Closely and consistently communicate with supervisor and follow instructions to assure safety and quality on all projects.
8. Act in a safe, respectful, and professional manner at all times on the job.
9. Read the Wisdom Internship Manual more than once to become familiar with cultural values and policies.

WABI will provide the materials and transportation to support interns in fulfilling internship responsibilities, duties and activities.

**QUALIFICATIONS/SKILLS:**

1. Must be 18 years or older and have a high school diploma, GED, or higher education degree.
2. Interest in Indigenous knowledges/Sciences, environmental science, natural history, and land stewardship, micro-business development – as well as propagating and restoring native plant species.
3. Enthusiasm for engaging in the community and outdoors.
4. Ability to work with a professional demeanor, independently and as part of a team.
5. Ability to work indoors and outdoors: standing, walking, climbing, lifting, and carrying objects for periods of time in any/all weather conditions ranging from hot, dry, dusty, foggy, cold and rainy; work around heavy equipment; in areas with poison oak, nettle, and other plant species
6. Experience or willingness to learn about a variety of hand tools and their safe and efficient use.
7. Ability to walk/hike upwards of 5 miles per day while carrying a backpack and tools.

To apply, please complete the enclosed application, attach your resume and email both to [wabi@wisdomoftheelders.org](mailto:wabi@wisdomoftheelders.org). If you have questions, please send an email to WABI or leave a message at our office by calling 503.775.4014.



WISDOM OF THE ELDERS, INC

WISDOM AGRICULTURAL BUSINESS  
INCUBATOR (WABI)  
INTERN APPLICATION

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**APPLICANT INFORMATION**

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Date: Tribal Affiliation:  
Full Name:  
Address:  
Home Phone: Cell Phone:  
Email:

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**EDUCATION**

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**HIGH SCHOOL**

Name of H.S.: Address (City, State):  
Did you graduate?:  Yes  No OR GED?  Yes  No

**COLLEGE**

Name of College: Address (City, State):  
Attended (Month, Year) From: To  
Did you graduate:  Yes  No Degree:

Other College: Address (City, State):  
Attended (Month, Year) From: To  
Did you graduate:  Yes  No Degree:

## REFERENCES

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Please provide the names and contact information of three professional references (no family members).

**Full Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Organization/Company:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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**Full Name:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

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**Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

## DISCLAIMER & SIGNATURE

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- I agree to fulfill my work schedule of approximately 24 hours a week throughout the internship.*
- I am responsible for getting myself to the Wisdom Office on time each day at 9:00AM. I understand that we start and end each day at Wisdom, and that I am expected to arrive on-site 10-15 minutes beforehand and ready for class or service learning work.*
- I have attached my resume to this application.*

*By signing below, I certify that my answers are true and complete to the best of my knowledge. I understand that providing false or misleading information in my application or interview may result in my release.*

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**