



U.S. DEPARTMENT of AGRICULTURE

News from USDA's Office of Tribal Relations

The USDA Office of Tribal Relations (OTR) has for the first time in a very long time two new positions open to the public. These are two exciting opportunities to work in a fast-paced, high impact office located in the Office of the Secretary. Because these positions are open to the public, these opportunities represent tremendous opportunities to enter the federal service. For more information, please see the listings below and click on the links.

[Program Analyst \(Policy and Program Advisor, Farm Production and Conservation Portfolio\)](#) – Application Deadline: *March 14, 2023*; Salary: \$64,957 - \$145,617 per year

The duties of the Policy Advisor would include serving as a subject matter expert (SME) and liaison between the Secretary and all on Indian land tenure and Indian Country land ownership patterns and issues; perspectives throughout Indian Country regarding western and indigenous farming, ranching, and conservation throughout Indian Country; and ensure that programs and services follow federal laws and regulations, federal trust and treaty responsibilities, treaty rights, relevant concepts of federal Indian law, and are also culturally sensitive to the needs and norms of tribal communities. Indian Country farming, ranching, and/or agriculture production. The position requires that the applicant has expert knowledge in Indian Country farming, ranching, and/or agriculture production, has lived in or worked directly in Indian Country in farming, ranching, and/or agriculture production, has expertise in barriers in federal programs affecting Indian Country farming, ranching, and/or agriculture production. Position will be in the USDA Office of Tribal Relations, located in the Office of the Secretary, and the duty station will be Washington D.C.

Administrative Assistant – Application Deadline: *March 13, 2023*; Salary: \$40,082 - \$52,106 per year

The duties of the position include Office of Tribal Relations (OTR) administrative functions to ensure OTR meets mission goals and operational requirements; evaluating and recommending ways to improve the effectiveness and efficiency of OTR work operations and programs; and assisting with planning office calendars, travel, and tribal consultations. The applicant must have extensive knowledge of tribal perspectives and have worked more than minimally for or with Native Americans/Alaska Native and/or tribal nations. Position will be in the USDA Office of Tribal Relations, located in the Office of the Secretary and will be a remote position.

