



SWINOMISH INDIAN TRIBAL COMMUNITY

11404 Moorage Way
La Conner, Washington, 98257-0817
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JOB DESCRIPTION

Community Environmental Health Intern

JOB SUMMARY:

The Community Environmental Health Intern provides assistance to the Community Environmental Health Program staff in program implementation, while gaining experience working in the Swinomish community and in the field of community health. An emphasis will be placed on S.T.E.A.M.-based activities (science, technology, engineering, art, and math) that promote environmental health awareness and understanding within the community.

This is a part-time position (up to 20 hours a week), for a maximum of 18 months, dependent on funding availability. The student may create a shorter internship if desired (3-6 months). Up to three interns may be hired, dependent on length of time of desired internship. The position is open to college and running start students. Preference is given to students from the Swinomish community. The specific focus and duties will be determined based on the intern's field of study and class load. This position is supervised by the Environmental Community Health Analyst, including signing of personnel-related items (e.g., timesheets).

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assisting in implementing environmental health curriculum based on the Swinomish 13 moons calendar that involves a traditional foods and medicines platform using S.T.E.A.M activities to promote environmental health.
- Coordinating educational events with the youth center and the community.
- Learn about community health assessments.
- Services include handling communications between people involved in the 13 moons activities, establishing and maintaining files, preparing and/or typing evaluation reports, records and correspondence; and completing other projects and duties as assigned.
- Establish, maintain, verify, code, modify, track and/or retrieve information and compile data into a qualitative database (e.g., Excel) that may require information searches through files, contracts, policies, or computer files.

OTHER DUTIES:

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to the employee's regular responsibilities.

EDUCATION, EXPERIENCE, AND TRAINING (REQUIRED AND PREFERRED):

- Must be a college student, or running start student at time of application.
- Willingness to work hard, listen well, and be part of a team.
- Preference is given to Swinomish community members.
- Must be able to pass a drug test and background check.

SKILLS/KNOWLEDGE/ABILITIES THAT MAY BE GAINED DURING INTERNSHIP:

Knowledge of: Environmental health issues that the Swinomish Tribe is facing and basic understanding of the 13 moons calendar, traditional foods of Coast Salish Indigenous peoples, working with community and youth around S.T.E.A.M activities, operation of standard office equipment that may include personal computer, copier, fax machines and multi-line telephone, program specific information, terminology and/or equipment.

Skills in: Interpersonal communication, keyboarding, analysis and problem-solving, oral and written communication, including making presentations, organization and time management, customer service—in person and via telephone (discretion, patience, etiquette, professionalism), interpersonal and human relations. Capacity to understand and implement existing office policies and instructions on file management, following oral and written instructions, working independently, prioritizing workload and adapting to changes in work load demands, providing training, maintaining confidentiality on sensitive matters, following through on assignments as directed, conducting research on a specific work assignment.

PHYSICAL REQUIREMENTS:

Continuously uses vision. Frequently sits for long periods of time. Frequently talks and listens. Manual dexterity for computer work and routine paperwork. Occasionally works in the field so must be able to walk on uneven terrain for up to one mile. Occasionally lifts up to 25 lbs.

OPEN UNTIL FILLED.