



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11373 Moorage Way
La Conner, WA 98257
Phone (360)466-7347 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy ?	N
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	N

JOB TITLE: Climate Research Intern

DEPARTMENT: Environmental Protection / Natural Resources

CLOSES: OPEN UNTIL FILLED; APPLICATION REVIEW START NOVEMBER 4, 2020 SALARY: \$17.00/HOUR

POSITION SUMMARY:

The Environmental Technician Intern is responsible for providing climate change research for technical support and outreach by the Department of Environmental Protection (DEP) and Protect Mother Earth (PME) Community Engagement Group, including climate change background research, develop climate change curriculum modules for Community outreach, support module delivery at Community workshops, and support update of the Swinomish Climate Adaptation Action Plan update. This is a part-time position for a motivated person who is interested in gaining work experience while attending college or newly graduated. Position is supervised by the Environmental Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Compile resource materials about climate change research including from recent tribal environmental, climate, or culturally related events and workshops; monitoring digital news stories about climate change; and, conducting secondary research on-line, research databases, etc.; assist with media analysis projects by creating charts in Excel and developing insights to explain key climate findings in line with current report formats.
2. Assisting with qualitative and/or quantitative primary research projects about climate change, analyzing qualitative and quantitative data, and writing research reports for use in curriculum development.
3. Assists and/or develops climate change curriculum modules for the “A Way Forward, Climate Change Resilience Toolkit” in coordination with and using the strategies recommended by PME and other knowledgeable Tribal members;
4. Assists with curriculum delivery workshops and outreach to the Tribal Community including: taking notes during focus groups and interviews, conducting surveys and analyzing the data;
5. Because of the Tribes commitment 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 their regular responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s degree with college coursework in environmental, physical, or natural science, education or other discipline appropriate to the position; Master’s degree *IS DESIRED*.
- Academic coursework or professional experience in primary research (qualitative and/or quantitative) and in secondary research, such as literature reviews, research papers and media summaries
- Proficient in Microsoft Word, Microsoft Excel and Microsoft PowerPoint

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work independently, efficiently, detail-oriented with excellent organizational skills
- Strong analytical and writing skills, with the ability to condense and summarize research data into meaningful findings
- Excellent verbal and written communication and interpersonal skills;
- Experience performing multi-faceted office support, including detailed record keeping, filing and organization;
- Innate curiosity to learn more and dig deeper
- Collaborative team player able to integrate with a diverse team

WORK ENVIRONMENT AND TIME COMMITMENT

- This is a part-time position with flexibility to work more hours in summer (hours negotiable).
- Requires a commitment of at least two academic years.
- Work is performed both in an office environment and outdoor field environment. Must be physically able to work in the field including, bending, lifting, walking over rough terrain, wading in streams, wetlands, and at beaches.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Environmental Technician Intern is considered to be a non-exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extensive criminal background check.

TRIBAL PREFERENCE

Indian Preference in hiring shall apply to Swinomish Indian Tribal Community job opportunities. Employees working with vulnerable populations will be required to submit to drug and alcohol screening as needed.

Employee: _____

Date: _____

Supervisor: _____

Date: _____