



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: Protect Mother Earth Coordinator

DEPARTMENT: Environmental Protection / Natural Resources

CLOSES: OPEN UNTIL FILLED; APPLICATION REVIEWS START NOVEMBER 4, 2020

SALARY: \$17.00/HOUR

POSITION SUMMARY:

The Protect Mother Earth Coordinator is responsible for performing group and community organizing activities, administrative support, and research related to the Protect Mother Earth Subcommittee (PME) and the Climate Change Resilience Project. Coordinates with PME, Department of Environmental Protection (DEP) and SITC staff to support efforts to research, implement outreach, community awareness, and educational activities for SITC and Tribal gatherings. This is a part-time position for a motivated person who is interested in gaining work experience while attending college or newly graduated. Position based in the Swinomish Department of Environmental Protection and is supervised by the Environmental Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for PME administrative support, meeting coordination and community engagement
2. Researches strategies and actions as requested from PME;
3. In collaboration with the PME and Climate Change leads, creates climate change outreach educational materials for the A Way Forward Toolkit to be shared with the Swinomish Community, partner organizations, and surrounding communities;
4. Coordinates and collaborates with other Tribal departments on mitigation efforts in Tribal buildings and at Tribal events;
5. Lead coordinator for organizing volunteers needed to work at Tribal events.
6. 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.
- Proficient in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Zoom or Teams Video Conferencing;
- Valid Driver’s License: or ability to earn license within first 6 months of employment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Preference is given to Swinomish community or tribal members.
- Training, experience, and/or certificates in community, land, environmental wellness *IS DESIRED*;
- Experience in outreach, environmental education, and event planning *IS DESIRED*;
- Ability to work independently, efficiently, reliable, self-motivated, and able to work in a team.
- Excellent verbal and written communication and interpersonal skills.
- Commitment to environmental protection and sensitivity to tribal issues.

WORK ENVIRONMENT AND TIME COMMITMENT

- This is a part-time position with flexibility to work more hours in summer (hours negotiable).
- 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: _____