



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 ?	
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	Y

JOB TITLE: Environmental Education Coordinator (Technician 1)

DEPARTMENT: Environmental Protection/Natural Resources

CLOSES: OPEN UNTIL FILLED; Application Review starts April 25th, 2022

POSITION SUMMARY:

The Environmental Education Coordinator (Tech) is responsible for assisting with the development of, and leading instruction of the Swinomish Department of Environmental Protection’s (DEP) Between Two Worlds Indigenous Science school program for high school Tribal youth in 9th-12th grades. The ‘Between Two Worlds’ program teaches approximately four times a week through the school year. The program emphasizes scientific topics and their cultural relevance to Swinomish youth and hands-on, field-based learning. Duties include coordinating, facilitating and teaching of workshops to 9th-12th grade students; and, developing outreach and educational materials. The position is supervised by the Environmental Education Specialist.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Leading Tribal students in classroom and field science and cultural programming in approximately four classes per week during the school year;
2. Assisting the main scientist or guest speaker in implementing each workshop, learning the relevant scientific concepts for each workshop, and preparing all materials prior to each workshop
3. Assisting with program logistics such as student transportation, student communication, and materials procurement
4. Coordinating between DEP staff, community members, volunteers and other organizations or entities assisting with program implementation and curriculum development planning
5. Performing program outreach to students, parents and external organizations to promote awareness, participation, and visibility of the Between Two Worlds Program
6. Develop cultural outreach materials as directed by Environmental Director and as reviewed and approved by Committee(s) including: children’s picture books based on traditional stories; and traditional plant uses books based on historical research.

7. 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

- Associate's degree with college coursework in environmental, physical, or natural science, education or other discipline appropriate to the position
- Bachelor's degree with college coursework in environmental, physical, or natural science, education or other discipline appropriate to the position *IS DESIRED*
- Physical ability to work in the field as well as work in an office setting;
- Ability to follow routine schedule and attention to detail;
- Valid Washington State Driver's License (or obtain within 3 month of hire date).
- Ability to obtain Commercial Driver's License for student transport if necessary *IS DESIRED*

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Proficient with software programs including Microsoft Word and Outlook to compose communications and write memos and reports;
- Excellent verbal and written communication and interpersonal skills;
- Ability to work independently and efficiently;
- Commitment to Tribal youth empowerment and education;
- Commitment to environmental protection and sensitivity to Tribal issues;
- Familiarity with Swinomish cultural teachings
- Familiarity with teaching, coordinating or working with Tribal high school students *IS DESIRED*
- Experience with event planning *IS DESIRED*

WORK ENVIRONMENT AND TIME COMMITMENT

- Work schedule is 30 - 40 hours per week. This is a full-time position.
- 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 Education Coordinator (Tech 1) 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: _____