

**SAMISH INDIAN NATION
POSITION DESCRIPTION**

Open Date: July 22, 2010

Close Date: August 5, 2010

Title: Natural Resource Technician/Outreach Coordinator

Supervisor: Natural Resource Field Supervisor and Director

Salary: SIN Salary Scale IV (\$13.93 - \$18.67) FMLA Non-Exempt

Hours: Monday through Friday, with some weekend and evening work

Duration: Based on Available Funding, Full Time Regular at completion of six month probationary period

This position will report to the Natural Resource Director and will work closely with staff on water quality, natural resource/watershed planning, invasive species control, storm water sampling and analysis and other natural resource issues as assigned. Primary activities will be water quality sampling in marine and fresh water, effects of climate change on natural and cultural resources, and to develop the outreach program as it relates to natural resources for the Tribe.

Duties/Responsibilities

1. Coordinate and work with Natural Resource Director and other staff on Tribal Natural Resource issues.
2. Be willing to work outdoors in inclement weather.
3. Conduct field data collection in streams, salt water and lakes with primary work in outdoor environments.
4. Enter the field data into a database.
5. Calibrate and audit field equipment
6. Develop educational material for hand outs on non- point source pollution
7. Develop within the framework of the Puget Sound Partnerships goals and tasks for accomplishing a healthier ecosystem.
8. Help to develop a management plan for Huckleberry Island.
9. Work with the Natural Resource Director and staff regarding the appropriate messages to communicate to expand the natural resource outreach program for the Tribe.
10. Coordinate events by securing the meeting space, communicate events to possible community attendees and staff, communicate events where identified by the Natural Resource Director to the Tribal Media Relations Specialist, arrange for presentation technology and refreshments.
11. Kiosk construction for content and community participation for Tribal projects and keeping it current with periodic updates.
12. Provide Natural Resource Director with information such as, notes or database compilations for period reports.
13. Initiate and maintain positive, respectful working relationships with all Tribal staff to foster a team environment.
14. Other related duties as assigned.

Required Qualifications:

- One year environmental field experience (please list in resume).
- Educational/Interactive Experience with K-12.
- Public outreach experience.
- At least an AA degree.
- Good physical health for active field work.
- Must be willing to receive herbicide application license and be able or maintain valid license.
- Must possess a valid driver's license and be able to meet the minimum insurance requirements regarding driving record in order to utilize tribal vehicle.
- Strong communication skills.
- Comfortable working with MS Office applications.

Desired Abilities/Skills

- Database familiarity (Access, Excel).
- Knowledge of climate change and its related issues in Puget Sound.
- Organized work habits which will assure timely and accurate submission of reports.
- Team player.
- Boating/kayak experience.
- Strong sense of curiosity and desire to learn new concepts.
- Possess a cooperative attitude, a professional manner, and have the ability to maintain confidentiality.
- Work independently and accurately in an area of frequent interruptions and as part of a multi-tasked environment.

Applicants must submit a standard application for employment, a current resume with cover letter, and reference list with current telephone numbers to:

Samish Indian Nation
Attn: Teri Horton, Human Resources Director
2918 Commercial Avenue
P.O. Box 217
Anacortes, WA 98221
Phone (360) 293-6404 or (877) 711-8896
Fax (360) 299-0790
thorton@samishtribe.nsn.us

Samish Indian Nation is an Equal Opportunity employer and actively encourages applications from all persons regardless of race, religion, gender, age, national origin, martial status or ancestry. Samish and Indian preference will be applied to the selection for this position as defined in Title 25, US Code Section 473.

Please state your eligibility for Indian preference in your cover letter. Indian preference must be documented prior to interview or hiring. BIA Form 4432 or tribal enrollment ID may be submitted with the application if claiming Indian Preference.

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