



Job Opening

Georgetown Tribal Council, the Tribal government for the Native Village of Georgetown, has an opening for an Intern to work with our Environmental Department as a Part-Time, Temporary position. The Intern would work up to 20/hours per week from April – September 2019 (flexible based on applicant's availability). The main focus of this internship will be to assist with the Middle Kuskokwim Adaptation Plan (MKAP) Project and with Georgetown Tribal Council's Traditional Ecological Knowledge (TEK) collection project. The Intern will also go on a TEK collection trip to the Middle Kuskokwim in July to interview participating Elders in the region and gather information.

Position Title: Environmental Intern

Job Summary: The Environmental Intern will assist the Environmental Coordinator with coordinating the MKAP Project and the interview/publication development process of the TEK Project. The Intern will travel to interview locations and provide support to the Environmental Department. The Intern will help to ensure that TEK is securely and properly documented according to GTC's policy. The Intern will receive any necessary training from the Environmental Department prior to any interviews/meetings. This is a Part-Time, Temporary position with compensation at \$17.50/hour.

Reports To: Environmental Coordinator (EC)

Type of Position: This project is funded by the BIA Tribal Resiliency Program (TRP) and the EPA Indian General Assistance Project (IGAP) and will be a Part-Time, Temporary position.

The main duties of this position include:

- Travel with the Environmental Department to interview/collection meetings and write trip reports
- Assist with Middle Kuskokwim Adaptation Plan coordination and attend meetings
- Write articles/updates on project progress for reports and newsletters
- Provide technical support during interview/meetings
- Assist with documentation of data (note taking, other recoding methods) in accordance with GTC's Policy for the Protection of Sensitive Data
- Participate in debriefs and assist with compiling of data gathered from interview/meetings
- Be available for exit interview at the end of the project

Please contact Meredith Witte, Environmental Coordinator, at meredith.witte@georgetowntc.com or leave a message at (907) 274-2195 with any questions. Interested applicants should submit a letter of interest describing relevant experience, current resume, and contact information for at least two references before March 25, 2019.

Native preference applies pursuant to PL 93-638