



HOH INDIAN TRIBE

P.O. Box 2196
Forks WA 98331
PH: (360) 374-6582 • FAX: (360) 374-5426

Position Description

Job Title	Natural Resources Intern
Department	Natural Resources
Reports To	Timber, Fish, and Wildlife Biologist
Status	Temporary / Full Time
Salary Range	\$15/hr
Location	Hoh Tribe Reservation and Usual and Accustomed Treaty Area of the Goodman, Hoh, and Kalaloch Basins

Summary

The Natural Resources Internship is a position created for a person interested in obtaining natural resources experience. Prior experience is not required. The position will last up to one year with full benefits.

Essential Duties and Responsibilities

- Assist in field verification of culvert fish barriers and habitat status of associated stream networks
- Learn to conduct culvert and habitat assessments needed to develop project proposals to correct culvert fish barriers or restore habitat
- Assist in selection of one culvert fish barrier in the Hoh Tribe Usual and Accustomed Area for completion of preliminary design
- Assist in developing a project proposal for final design and construction of at least one culvert fish barrier in the Hoh Tribe Usual and Accustomed Area
- Assist in grant writing and reporting
- Attend trainings and meetings relevant to culvert fish barriers and habitat assessment
- Assist in planning Natural Resources Department participation in Hoh Adventure Camp for 2022. Participate in camp as one of the Natural Resource Department staff
- Assist in writing reports about the above listed projects
- Other duties as assigned



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SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

Skills and Specifications

- Ability to use word processing and spreadsheet programs (Word, Excel)
- Ability to follow oral and written instructions
- Ability to read, write, and perform general mathematical computations
- Ability to work outside, including hiking while carrying equipment in remote locations, under all types of conditions
- Ability to take accurate and complete notes under exposed field conditions
- May occasionally work odd or extended hours as program objectives and needs dictate
- Must have the work ethic to achieve program objectives while also minimizing any waste of program resources
- Must adhere to the personnel policies and drug and alcohol policies
- Must submit to and clear a pre-employment alcohol and drug test, and criminal background check
- The employee is required to stand, walk, sit, climb, balance, stoop, kneel, crouch, and crawl
- The employee may occasionally be required to lift and move equipment up to 50 lbs
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Must exhibit and utilize forthright, timely and transparent communication for achieving program, team and accountability objectives for the Tribe, including advanced notices of absences, coordination of activities, and the validity of time claims made against the individual programs in which the employee may work.



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Education and Qualifications

- Interest in gaining experience in the natural resources department
- All relevant training will be provided to the applicant selected for the position
- High School Diploma/GED preferred

Certificates/Licenses

Applicant preferred to have and maintain a valid and unrestricted Washington State Driver's license. Driver's License must not contain any restrictions that would prevent an employee from operating a GSA vehicle or complying with the Tribe's Vehicle Policy.

Work Environment

- While performing the duties of this job, the employee is frequently exposed to outside weather conditions
- Requires travel using employee's own transportation or GSA vehicles