

**CHER-AE HEIGHTS INDIAN COMMUNITY  
OF THE TRINIDAD RANCHERIA**  
Job Description

**Job Title:** Climate Resiliency Intern  
**Department:** Natural Resources Department  
**Supervisor:** Climate Resiliency Program Manager  
**FLSA Status:** Non-Exempt, Part Time, Temporary  
**Prepared by:** Natural Resources Dept. Director, Climate Resiliency Program Manager  
**Prepared Date:** 08/29/2025  
**Approved By:** CEO  
**Approved Date:** 09/03/2025

**SUMMARY**

Guided by the Climate Resiliency Program Manager, the Climate Resiliency Intern will support the Tribe's climate vulnerability assessment and adaptation planning efforts. They will contribute to a coordinated, community-wide effort to gather and share information about climate hazards and solutions in ways that reflect cultural values and protect Tribal natural and cultural resources. These will be paid, part-time, temporary positions.

Core responsibilities include gathering and synthesizing Indigenous Knowledge, collecting and analyzing environmental data, creating culturally relevant outreach and educational materials, engaging with community members and youth, and participating in planning meetings. This role offers a unique opportunity to connect science, traditional knowledge, and community collaboration while gaining hands-on experience in Tribal natural resource management.

**Tentative Schedule:** Intern will work a variable, part-time schedule between October 2025 and May 2027, in coordination with the Natural Resources Department. For students, this may average around 10 hours per week during the academic year and 20 hours per week during summer. This is a hybrid position with flexibility to balance remote work, office-based tasks, and field activities. Evening and weekend work will be required. The position is designed with students in mind, however applicants at different stages of their careers — including those not currently enrolled in school — are encouraged to apply.

**ESSENTIAL DUTIES**

- **Primary activities will include:**
  - Orientation and training, with development of an internship work plan and timeline,
  - Gathering Indigenous Knowledge through interviews and other methods and helping integrate it into project activities,
  - Collecting, summarizing, and reporting environmental and climate data,

- Following Tribal protocols to maintain confidentiality of sensitive information,
- Developing culturally relevant educational, interpretive, and outreach materials for audiences ranging from K–12 youth to adults,
- Attending, supporting, and/or leading project planning meetings, community outreach events, and youth activities,
- Assisting in monitoring project activities for quality assurance,
- Job shadowing within Trinidad Rancheria’s Natural Resources programs.
- **Additional activities may include:**
  - Supporting environmental policy analysis and related research,
  - Collecting and analyzing GIS data and creating maps,
  - Assisting with other activities aligned with intern skills and interests.
- **Additional Duties may be assigned as necessary for departmental needs.**
- **Supervisory Duties: No supervisory responsibilities are assigned to this position.**

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies

- **Analytical:** Synthesizes complex information, collects, and researches data, designs workflows and procedures.
- **Problem Solving:** Identifies and resolves problems in a timely manner, develops alternative solutions, and works well in group situations.
- **Collaboration:** Able to succeed working independently and with others.
- **Communication:** Facilitates the exchange of information to diverse groups including stakeholders, agencies, vendors, organizations, staff and leadership.
- **Planning/Organization:** Prioritizes and plans work activities, sets goals and objectives, coordinates with other people and their schedules.
- **Professionalism:** Approaches others in a tactful manner, treats others with respect, and follows through on commitments.
- **Adaptability:** Adapts to changes in the work environment, manages competing demands.
- **Attendance/Punctuality:** Consistently at work and on time, ensures work responsibilities are covered when absent.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If you meet the minimum qualifications, we strongly encourage you to apply, even if you don't meet all of the desired experiences. We welcome applicants at different stages of their careers, including those not currently enrolled as students

### **Minimum Qualifications**

- High school diploma or equivalent.
- Education or training in a related environmental, natural resource, or cultural studies field
- Familiarity with Tribal environmental, cultural, and climate change issues.

### **Ability to:**

- Use standard computer applications (Microsoft Word, PowerPoint, Excel, Google Drive, Adobe Acrobat) and other commonly used programs.
- Write reports, create spreadsheets and charts, and/or logs.
- Effectively present information and respond to questions from groups of managers, Tribal Council, Community Council, and the general public.

### **Other Qualifications**

- Must possess a valid Driver's License and be insurable by Trinidad Rancheria Insurance Policy.
- Must pass a pre-employment drug screen.
- Must be able to occasionally work evenings and/or weekends.
- Native American preference to qualified applicants.

### **Desirable Experience or Training**

- Experience working with Tribes or Indigenous organizations.
- Bachelor's Degree in a related environmental, natural resource, or cultural studies field
- Prior work, internship, coursework, or lived experience in areas such as:
  - Climate adaptation
  - Tribal cultural resource protection
  - Indigenous Knowledge or Traditional Ecological Knowledge
  - Environmental planning or policy
  - Environmental education or science communication
  - Stakeholder engagement.
  - GIS tools and mapping
  - Quantitative or qualitative data collection

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds for fieldwork and equipment transport.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work both in an office setting and in the field. While performing the duties of this job, the employee will be exposed to wet and/or humid conditions and outside weather conditions, may work in a variety of field environments, including the ocean, coastal areas, boats and other marine vessels, and laboratories. The employee may be working in remote areas and encounter extreme weather conditions as well as difficult terrains. The employee should be aware of safety protocols when working in and near underwater environments and in laboratories. The noise level in the work environment is usually moderate. While in the office environment they may experience controlled temperature conditions.

Signature\_\_\_\_\_

Date\_\_\_\_\_