

**NARRAGANSETT INDIAN TRIBE**  
**Job Description**

**JOB TITLE: Youth Intern**

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DEPARTMENT: Community Planning & Natural Resources (CPNR)  
REPORTS TO: CPNR Director or designee

**Closing Date:** Until Filled  
**Hours:** 8:30 am. – 4:30 pm.

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**I. JOB SUMMARY**

The Narragansett Indian Tribe is offering a Tribal youth internship under the Tribe's Environmental Protection Program (EPA funding) and BIA Natural Resources Programs for young adults between the ages of 17 and 25 with career goals in environmental/natural resources management and protection field. The purpose of this internship is to provide an opportunity for Tribal youth to assist with environmental and natural resources related activities, gain experience as well as traditional knowledge in skills in a broad array of environmental/natural resources activities conducted by the Environmental Protection Program and to encourage youth to pursue college-level education in the field of environmental/natural resources management and protection.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Learn and gain knowledge of the purpose of the tribe's Environmental Protection Program.
- Accompany and assists departmental staff as they conduct their project tasks.
- Assist in the development of an Environmental Protection Newsletter
- Assist in the development of hosting a forum for a youth sponsored event.
- Assist in the development of creating outreach forums.
- Research, plan, coordinate sessions to provide tribal members information on potential health impacts from indoor air and wood stove smoke.
- Present internship experience in a format that can be viewed online, hardcopy, emailed.
- Perform other duties as assigned or required by the Director.

**III. MINIMUM QUALIFICATIONS**

Education and/or Experience:

- College Student or High School (**must be 17 – 25 years of age**) with experience and interested in environmental and natural resource field are encouraged to apply.
- Candidates with prior experience or an expressly stated interest in pursuing a career in environmental/natural resource management and protection will be given preference.

**IV. EXPERIENCE, KNOWLEDGE, SKILLS and ABILITIES:**

To perform the job successfully, an individual should demonstrate the following to perform the essential functions of this position.

- Excellent communication skills, both written and verbal.
- Must have strong computer experience and skills in Microsoft Windows software and other software (Word, Excel, Publisher, PowerPoint) to develop newsletters/flyers/publications.
- Position requires interest in and background or understanding of environmental and natural resource concepts related to resource protection and management, Traditional Ecological Knowledge, and public health.
- Must be able to perform work outdoors.
- Knowledge of Tribal environmental and natural resources.
- Ability to manage time schedules and follow directions.

**IV. EMPLOYMENT REQUIREMENTS**

The Narragansett Indian Tribe is an Equal Opportunity Employer and does not discriminate in any personnel practice. As provided in federal law, the Narragansett Indian Tribe does provide employment preferences for Native Americans and veterans of U.S. Armed Services.

- Must adhere to the policies and procedures of the Narragansett Tribe.
- Will be required to file out an Employment Application.
- Must pass a pre-employment drug screening test

**V. WORKPLACE ENVIRONMENT:**

- **PHYSICAL SAFETY:** The work requires minor physical exertion, such as short periods of standing, walking over rough uneven surfaces, some recurring bending, crouching, stooping, stretching, reaching, or similar activities. Job may require recurring lifting of objects no more than 30 pounds with infrequent bending or stooping alternating with the lighter activities. Job requires minimal agility and dexterity.
- **WORKING ENVIRONMENT:** Regular exposure to unfavorable environments such as weather or confined, dirty and noisy locations. Employees may be required to use personal protective equipment such as boots and gloves.