

SEASONAL POSITIONS
240 Hours

MAKAH TRIBE
POSITION DESCRIPTION

JOB TITLE: (4) Intern

EXEMPT: No	JOB CODE:
TARGET SALARY: \$15.74/DOQ	SHIFT: Flex 8-5, M-F
PROGRAM: Fisheries Management	LOCATION: Bldg. 180
REPORTS TO: Assistant Fisheries Director	

SUMMARY: The objective of the internship program is to excite youth about fisheries science, fisheries management, wildlife science, and environmental science so that they pursue a degree in a related field and return to Neah Bay to be the future scientists and managers for the Tribe. Interns will job shadow with professional staff of Fisheries Management, Forestry, and Realty to learn how they conduct research and management of the Tribe's natural resources. Interns will also conduct either independent or group research with other interns to demonstrate the knowledge they gained during the internship.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Interns will job shadow with staff at Fisheries, Forestry, and Realty to learn staff of those departments conduct research and management to protect the Tribe's natural resources. Interns will also meet, and participate in field activities, with researchers from other institutions such as University of Washington, University of Chicago, and the Olympic Coast National Marine Sanctuary.

Following a period of job shadowing, interns will conduct a project independently or as a group to demonstrate the knowledge and skills they have gained as an intern. In the past this demonstration has come through a variety of forms such as conducting and writing the results from an independent research project in a scientific paper, making a scientific poster, writing a scientific proposal, or as a group writing an internship final report. Interns are also required to make an oral presentation at the Makah Senior Center to the Neah Bay community.

QUALIFICATION REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

Must be enrolled in high school or college. Priority will be given to students that are enrolled in a natural resource field at a university or college.

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LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write a scientific paper and other technical writing. Ability to orally present the findings of their or their groups research in a public setting.

Instruction will be given to interns on writing scientific papers.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to conduct statistical analysis and to draw and interpret graphs.

Instruction will be given to interns on statistical analysis.

REASONING ABILITY:

Ability to apply common-sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in standardized situations.

CERTIFICATES, LICENES, REGISTRATIONS:

None required; prefer to have a valid Washington State driver's license and is insurable.

OTHER SKILLS AND ABILITIES:

Ability to operate a personal computer, including email and programs such as Excel, Word, and Powerpoint.

Ability to collect and record data accurately.

Ability to work respectfully and cordially with others.

Ability to represent the Makah Tribe positively.

Ability to respectfully engage and learn during job shadowing.

Ability to follow the rules of the internship program.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

SPECIAL TAX EXEMPTION

Internal Revenue Code § 7873 (b) (1) does apply to enrolled Makah Tribal members. This position is classified as 100% Fisheries Tax exempt.

Approved 05/29/18

Revised 10/08/21

Revised 09/26/22

Page 2 of 4

SEASONAL POSITIONS

240 Hours

SPECIAL REQUIREMENT

Must be between 14 - 22 years of age to be eligible to apply for this position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 50 pounds and may be required to hike 10 miles. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Some work days will be at sea and the employee must not get seasick or be able to work productively through their seasickness.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, outside weather conditions, and rough seas. The job may require physical exertion through hiking and other similar activities. The noise level in the work environment is usually moderate, although operating around outboard engines and small aircraft can be louder than the typical office environment.

Interns may have to start work early in the morning (i.e. 5 AM) and/or on weekends.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115, Bldg. 7
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: hr@makah.com (PLEASE NOTE NEW EMAIL ADDRESS)

OPEN: May 22, 2023
CLOSE: June 5, 2023

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

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Page 3 of 4

SEASONAL POSITIONS

240 Hours

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation, gender identity, or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.