



Blue Lake Rancheria Tribe of California

POSITION DESCRIPTION

MANAGEMENT RETAINS THE RIGHT TO CHANGE JOB DESCRIPTION AS DEEMED NECESSARY

Job Title: Seasonal Environmental Program Assistant
Department: Environmental Department
Reports To: Environmental Director
FLSA Status: Non-Exempt

To apply please send out an [application](#) and resume to wmatsubu@bluelakerancheria-nsn.gov

JOB SUMMARY

The Seasonal Environmental Program Assistant, based in the Environmental Department, supports various environmental initiatives for up to 29 hours per week until September. Collaborating with field supervisors, the assistant learns departmental functions and team responsibilities while assisting with projects such as air and water quality monitoring, solid waste management, composting, general garden activities and more. The role involves conducting fieldwork, data collection, data entry and fostering teamwork. Additionally, the assistant will help with Sustainability Department Priorities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducting Air Quality monitoring activities, which may involve using specialized equipment and following established protocols.
- Assisting with Solid Waste management priorities, such as waste characterization studies, and recycling program coordination.
- Contributing to Data collection and entry processes, ensuring accuracy and adherence to data management standards.
- Assisting with Water Quality monitoring, including sample collection, analysis, and data interpretation.
- Performing duties in the garden, which may include soil sampling, plant health assessments, and implementing sustainable gardening practices.
- Supporting Fisheries Monitoring efforts through field work, data collection, and habitat assessments.
- Attending ongoing technical trainings as required by staff to enhance skills and knowledge in environmental sciences.
- Completing program evaluation surveys to provide feedback on program effectiveness and areas for improvement.
- Maintaining detailed records of hours worked, skills acquired, and project statuses for reporting and accountability purposes.
- Recognizing the role as a technical team member, understanding responsibilities, and practicing effective time management.
- Cultivating patience and understanding of the technical aspects of the mentoring relationship with supervisors and team members.

- Communicating effectively with assigned mentoring supervisor(s) via telephone or email regarding attendance and project updates.
- Collaborating with other BLR staff on joint technical projects serving multiple programs to gain teamwork experience and achieve technical objectives.
- Mentoring high school interns by providing technical guidance, training, and support in environmental monitoring and project implementation, fostering their interest and skills in environmental sciences.
- Other duties as assigned.

Promotes the following within the department and among all Team Members:

- Creates a collaborative, inclusive, and culturally responsive atmosphere
- Encourages mutual respect, dignity and integrity with all Team Members, by setting positive examples at all times.
- Maintains a professional departmental, company, and community reputation.

Blue Lake Rancheria requires Team Members, on a continual basis...

- To provide a safe work environment for Team Members, through compliance with established safety guidelines, identifying potential safety hazards, and reporting same to the appropriate person for proper resolution.
- To maintain a professional departmental, company and community reputation.
- To enforce performance standards, policies and procedures as they relate to the department.
- To maintain a consistent, regular attendance record.

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.

EDUCATION and/or EXPERIENCE

Minimum requirement: Must have completed 10th grade and be recommended by school staff for Internship position.

COMPUTER SKILLS

Must be knowledgeable and proficient working with the Microsoft Office Suite within six weeks of hire.

LANGUAGE SKILLS

Ability to read, and apply technical procedures, or government regulations. Ability to write reports on their student project's progress. Ability to effectively present information and respond to questions from co-workers.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, divide in all units of measure, using whole numbers, common fractions,

and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a Team member 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 Team Member is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The Team Member frequently is required to reach with hands and arms. The Team Member is regularly required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The Team Member must regularly lift and/or move up to 50 pounds. The Team Member is regularly required to work in a variety of outdoor weather conditions. The Team Member is regularly required to work/float across our general activities, including office work, fisheries monitoring, water quality monitoring, Sustainability department, food sovereignty, air quality, etc. Close toed shoes and appropriate working clothing for outdoor work are necessary.

Must pass a drug test.

WORK ENVIRONMENT

The work environment characteristics describe here are representative of those a Team Member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work will be performed outside at restoration sites on the Blue Lake Rancheria and locations.