



Phone (360) 466-3163  
Fax (360) 466-5309

## Swinomish Indian Tribal Community

A Federally Recognized Indian Tribe Organized Pursuant to 25 U.S.C. § 476  
11404 Moorage Way  
LaConner, Washington 98257-0817

### **JOB ANNOUNCEMENT**

## **ENVIRONMENTAL HEALTH PROJECT TECHNICIAN**

### **PLANNING OFFICE**

**SALARY: \$16.97                      CLOSES: OPEN UNTIL FILLED**  
**PART TIME TEMPORARY- 10 HOURS PER WEEK FOR 2 YEARS**

#### **Job Summary:**

This position is part of a project to investigate tribal-specific environmental public health indicators in the Salish Sea region. The Project Technician provides assistance to the project's researchers by organizing meetings with other tribes, attending meetings and taking notes, meeting with community members, coordinating communications among and for project researchers, collating reports, and other advanced clerical support. The position requires completion of technical and specialized office support tasks with a moderate degree of independent judgment and the ability to travel within the Coast Salish region to meet with other Tribes. The position is supervised by the Project Manager with oversight from the Planning Director.

#### **REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Services include handling communications between project researchers, establishing and maintaining files, preparing and/or typing reports, records and correspondence; and completing other projects and duties as assigned.
2. Provide specialized and/or technical program-specific information that requires understanding and interpretation of tribal views of health and well-being and environmental issues in the Salish Sea region.
3. Establish, maintain, verify, code, modify, track and/or retrieve information and compile data into a qualitative database that may require information searches through files, contracts, policies, or computer files.
4. Compose, draft, type and/or word process, proofread and edit documents, contracts, and/or correspondence to ensure these conform to established program policies and/or procedures; may include legal, scientific and/or other specialized materials and statistical reports.

5. Organize, attend and take minutes at meetings with project researchers and with other tribes and tribal representatives.
6. Make training and travel arrangements, and maintain calendars for supervisor and project researchers.

### **OTHER DUTIES**

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.

### **Education, Experience and Training (required and preferred):**

High School Diploma or GED required. Two years of college schooling preferred. Minimum of one year of office skills required. Capacity to attend training in qualitative software programming.

### **Specific Skills/Knowledge/Abilities Required:**

**Knowledge of:** General office principles and practices, computer software applications relative to the position assignment, basic accounting and mathematics, conflict resolution techniques, operation of standard office equipment that may include personal computer, copier, fax machines and multi-line telephone, program specific information, terminology and/or equipment.

**Skills in:** Keyboarding, analysis and problem-solving, oral and written communication, including making presentations, organization and time management, customer service—in person and via telephone (discretion, patience, etiquette, professionalism), interpersonal and human relations. **Strong organizational skills required.** Capacity to understand and implement existing office policies and instructions on file management, following oral and written instructions, working independently, prioritizing workload and adapting to changes in work load demands, providing training, maintaining confidentiality on sensitive matters, following through on assignments as directed, conducting research on a specific work assignment.

### **Requirements:**

- Applicant must be willing to sign SITC Confidentiality Agreement.
- Work is performed in an office setting with the requirement to arrive on-time during the designated workday.
- Ability to travel within Salish Sea region occasionally; driver's license required.
- Continuously uses vision. Frequently sits for long periods of time. Frequently talks and listens. Manual dexterity for computer work and routine paperwork. Occasionally walks and reaches with hands and arms. Occasionally lifts up to 25 lbs.

**Employment Conditions:**

The Personnel Policies and Procedures of the Swinomish Tribal Community apply to all employees. Employees in this classification are considered non-exempt.

**APPLICATION INSTRUCTIONS**

- Request a Swinomish Tribal Community application by calling (360) 466-1216 or e-mail [wbill@swinomish.nsn.us](mailto:wbill@swinomish.nsn.us)
- Include a **cover letter** identifying why you feel you are qualified for this position.
- **Do not write, “see resume” on the application.**
- Include your current resume and list two (2) work-related references.
- Return the cover letter, resume and completed application to the Human Resource Office.

**Swinomish Tribal Community  
Human Resource Office  
11404 Moorage Way  
LaConner, WA. 98257**

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Swinomish Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening and a background check.