

**MIAMI NATION
JOB ANNOUNCEMENT**

POSITION TITLE: ENVIRONMENTAL INTERN
CLASSIFICATION: NON-EXEMPT
STATUS: PART-TIME TEMPORARY
(APPROXIMATELY 10-12 WEEKS)

DATES OF POSTING PERIOD: APRIL 18, 2022 – UNTIL FILLED

INTERN OPPORTUNITIES AVAILABLE: 2

JOB SUMMARY: This position is under the direct supervision of the Environmental Programs Director and will be located at the Miami Nation Environmental Offices located at 2415 W Newman Road, Miami, OK.

MAJOR JOB FUNCTIONS:

- Assist with water sample collection activities and subsequent laboratory analysis
- Ensure proper quality control measures are followed and achieved in the process of data gathering
- Utilize water and/or air monitoring equipment
- Participate in environmental testing such as lead-based paint inspections, mold inspections, drinking water inspections, and asbestos inspections
- Assist in analyzing water quality data and summarizing conclusions in technical reports and/or presentations
- Assist with the collection of recycling materials and related activities
- Assist with milkweed planting at department hoophouse
- Participate in various tribal environmental meetings/trainings/conferences as needed
- Participate in various departmental public outreach activities

OTHER JOB FUNCTIONS:

- Minor equipment repairs and/or coordinate repairs as required
- Other duties as assigned

This position includes, but is not limited to, the job functions listed above.

MINIMUM QUALIFICATIONS:

- Ongoing or completed degree in related science field preferred or equivalent education and experience
- Knowledge of principles of scientific method and experimental design; proper environmental sample collection measures; quality assurance and quality control in generating environmental data; and laboratory analysis of basic water quality parameters
- Ability to operate 16-ft river boat is preferred
- Knowledge about the proper functioning of and use of personal protective equipment, such as face masks, glove, protective goggles, etc.
- Knowledge of and previous experience operating water and soil monitoring equipment is preferred
- Knowledge of electronic equipment and computer hardware and software, including applications such as Microsoft Word, Excel, PowerPoint, Publisher, etc., as well as very good skills in working with those programs on a daily basis and performing data manipulation and analysis
- Good written and oral expression with skills in scientific/technical report writing
- May be required to work beyond normal working hours and/or a flexible schedule
- Must be able to travel as needed
- Must have the ability to work with minimal supervision while meeting deadlines
- Excellent communication skills, both written and oral
- Must possess a high integrity regarding confidential and sensitive information
- May be subject to criminal background investigation
- Must possess a valid driver's license and be insurable
- Must be drug free and successfully pass pre-employment and random drug screenings throughout employment

Human Resource Officer
Miami Tribe of Oklahoma

Mailing: P.O. Box 1326, Miami, OK 74355

Physical Address: 3410 P NW, Miami, OK 74354

Confidential Fax: (918) 513-6318 • Email: cgibson@miamination.com

For complete job description and application visit: www.miamination.com/employment

PHYSICAL REQUIREMENTS:

- Ability to lift and carry a minimum of 50 pounds is preferred
- Work will be performed in various indoor and outdoor settings in all weather conditions
- Minimal to moderate amounts of physical labor

DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act.

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