



Ninilchik Traditional Council

P.O. Box 39070

Ninilchik, Alaska 99639

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E-mail: ntc@ninilchiktribe-nsn.gov

Web Site: www.ninilchiktribe-nsn.gov

Vacancy Announcement

Resource Department Internship

Job Title:	Resource Intern	Division/Department:	Resource/Environmental Department
Salary Grade:	Depending on Experience	Reports to:	NTC Resource/Environmental Director
Position Type:	Full Time /Temporary 40 Hrs/Wk (Depending Upon Funds)	Last Revision Date:	June 23, 2025

SUMMARY:

The NTC Resource internship will be responsible to assist the Tribe in performing duties related to the NTC Resource programs. This position may include other duties that are associated with the development and sustainability of the Tribes' objectives and goals.

PRIMARY DUTIES/RESPONSIBILITIES:

1. Coordinate and carry out work tasks and assignments, as directed, under the supervision of the Ninilchik Traditional Council's Resource/Environmental Program Director.
2. Become familiar with program functions that are assigned to the Resource/Environmental Department.
3. Maintain driver license and requirements to perform the job.
4. Maintain Drug and Alcohol status to pass screening.
5. Provide immediate updates of any change in driving status or citations on or off the job.
6. The ability to work with people.
7. Perform routine maintenance and cleaning.
8. Document and assist in the ongoing development of maintenance schedules.
9. Perform tasks on a time schedule.
10. Coordinate with other staff and operations.
11. Actively participate in ongoing project tasks and engage in new program development and special projects as directed.
12. Prepare and provide written reports and documents that are required for current and prospective programs associated with the development of the department.
13. Possess the ability to work with agencies associated with the Tribe.
14. Be able to commit to and perform work independently and as directed.
15. Be able to prepare correspondence and communicate effectively.
16. Assist in the development, review, and updates for NTC's Resource/Environmental programs.

17. The Resource Internship will be responsible for work tasks as assigned, work safety practices and training, maintaining work records and time reports, logging and reporting of travel records, and overall quality of produced work tasks.
18. Use of appropriate safety gear while using equipment and conducting fieldwork.
19. Assist in preparing program documents to be submitted to the NTC Resource/Environmental Program Director for approval, along with required timesheets, reports, and administrative tasks that fall within the purview of the Department.
20. Inform the NTC Resource/Environmental Program Director of problems and assist in solving those problems.
21. Assist the department with any plans and administrative work, as well as planning and development of programs.
22. Coordinate with departmental staff to prepare regular, ongoing, and systematic performance evaluations of each of the Grant Objectives and listed Deliverables to assure compliance with the approved grant budgets, time-line schedules, and grant accomplishments or variances and work in close coordination to develop corrective action plans if required.
23. Assist in the dispensing of NTC Resource/Environmental program information to Tribal members and the public when necessary.
24. Other duties as assigned or prescribed by the NTC Resource/Environmental Director, Executive Director or his/her designee.

INDIAN PREFERENCE:

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act (25 ISC 450e(b)), to give absolute preference in selection to candidates who are eligible for Indian Preference. For consideration under Indian Preference, proof is required.

SUPERVISION:

This position will be under the NTC Resource/Environmental Director. This position, as with all NTC positions, is subject to and under the direct authority of the NTC Policies & Procedures. The NTC is a Drug-Free workplace and drug testing is required. (NTC positions are dependent upon availability of funds).

APPLICATIONS:

Applications are available at the Ninilchik Traditional Council office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at www.ninilchiktribe-nsn.gov . Applicants must submit a complete NTC Application for Employment as well as a personal resume.

Contact Information: Ninilchik Traditional Council
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Concurrent Out/In House Posting