

## WTCAC INTERN JOB DESCRIPTION

**POSITION:** Tribal Pest Outreach and Survey Intern

**WAGE:** \$16 per hour

**SUPERVISOR:** Wisconsin Tribal Conservation Advisory Council Tribal Pest Survey Specialist and Representative from Tribe where work is being conducted.

**LOCATION:** Tribal lands in Wisconsin. Locations may be negotiable. Potential locations Crandon, Shawano, Green Bay, and Keshena

### THIS IS A FULL-TIME EXEMPT GRANT-FUNDED POSITION

**JOB SUMMARY:** The Wisconsin Tribal Conservation Advisory Council (WTCAC) **Tribal Pest Outreach and Survey Internship** position supports and enhances efforts to prevent the introduction or spread of invasive species and pests on Tribal Lands through community education and outreach, survey work, and other assigned tasks.

### DUTIES AND RESPONSIBILITIES:

1. Conduct outreach and education to increase understanding, acceptance, and support of plant pest and disease eradication and control efforts on Tribal lands
2. Assist WTCAC and Tribe's with the development of a Community Awareness Program about regulated invasive species encroaching upon Wisconsin Tribal Nations
3. Develop initiatives to inform consumers about pests and diseases and the steps they can take to prevent their introduction or spread
4. Develop initiatives designed to inform youth, community members, Tribal elders, and consumers about invasive pests and the steps we all can take to protect agriculture and natural resources
5. Meet for WTCAC Orientation, Project Review, Outreach, and Education Invasive Species Training Design, Marketing the Outreach and Education Invasive Species Project, Volunteer Recruitment/Involvement, and APHIS PPQ First Detector workshops
6. Assist in conducting exotic woodborer and bark beetles' surveys as well as provide community education and outreach regarding these surveys and how to stop the spread
7. Work in accordance with all applicable local, state, federal, and Tribal laws.
8. Adhere to all WTCAC Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Program Strategic Plans and Policies.
9. Maintain a positive working relationship with partners, customers, coworkers, Board members, and other officials by being responsive and respectful.
10. The duties and responsibilities will be subject to change based on organizational needs and/or as deemed necessary by the supervisor.

**KNOWLEDGE:** Knowledge of Wisconsin forests, exotic pests, data collection, and entry preferred. Experience working with Native American communities, elders, and youth preferred.

**QUALIFICATIONS:**

1. Pursuing a higher education degree in natural resources and/or education-based field of study or equivalent experience.
2. Ability to communicate well.
3. Must have knowledge of computers and office software programs
4. Must have a valid driver’s license, reliable vehicle, and insurance coverage as a condition of employment.

**PHYSICAL REQUIREMENTS:** Must be able to work long days in the outdoors while exposed to the elements. Ability to walk and stand for long periods. Physical ability to lift and carry 30 lbs.

**TRAVEL REQUIREMENTS:** Travel as necessary to complete assigned duties to Tribal Land with occasional office days. Work-related travel will be reimbursed at the federal mileage rate. Per Diem will cover accommodation and meals.

**APPLICATION SUBMITTAL REQUIREMENTS:**

Cover letter of Interest

*\*Additional items may be requested during the interviewing and hiring process.*

*\*It is the responsibility of the applicant to secure their own housing for the duration of this employment. A small housing stipend may be provided to assist with offsetting costs.*

**E-MAIL APPLICATION MATERIALS TO [mjohnson@wtcac.org](mailto:mjohnson@wtcac.org)  
ATTENTION: Tribal Pest Outreach and Survey Intern**

**Application Deadline: February 25<sup>th</sup>, 2022**

