



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-021
NATURAL RESOURCES DEPARTMENT
NATURAL RESOURCES SUMMER INTERN

Position Title:	Natural Resources Summer Intern	Pay Level:	\$18.00
Position Open Date:	4/8/2026	Classification:	Non-Exempt
Position Status:	Temporary Full-Time	Location:	Natural Resources
Supervisor:	LAPP Program Coordinator		

POSITION SUMMARY:

The natural resources summer intern assists with field and office projects related to conservation, environmental management, and resource protection. This position provides hands-on experience in ecological monitoring, land management, data collection, and environmental compliance.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

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.

EDUCATION & EXPERIENCE:

Currently enrolled in an undergraduate degree program such as:

- Natural Resources
- Environmental Science
- Forestry
- Wildlife Biology
- Agriculture or related field

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation

GIS experience (preferred but not required)

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a combination of outdoor and typical office setting; stamina to remain seated for extended periods of time; strength to lift and maneuver materials and equipment weighing up to 20- 40 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone; agility to maneuver across uneven terrain.

Work is subject to performance under adverse environmental conditions.

ESSENTIAL FUNCTIONS:

- Assist with field surveys (vegetation, wildlife, water quality, soil and sediment sampling, airnet station sampling)
- Collect, record, and organize environmental data
- Support habitat restoration and conservation projects
- Conduct GIS mapping and spatial data analysis
- Maintains tools and field equipment
- Prepare technical reports and summaries
- Support outreach or educational programs
- Assist department wide NRD programs throughout the summer field season
 - Forestry
 - Range
 - Tribal Historic Preservation Office (THPO)
 - Water quality/EPA
 - GIS
- Other duties assigned

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Towa language preferred but not required
- Computer hardware and software are associated with duties
- Safe work methods and safety regulations pertaining to the work
- Ability to work outdoors in various weather conditions
- Basic knowledge of ecology and environmental principles
- Strong communication and teamwork skills

Skills Gained:

- Field data collection techniques
- Habitat and ecosystem assessment

- Resource management practices
- GIS and mapping applications
- Environmental compliance procedures
- Professional communication and reporting
- Communicating effectively in oral and written forms

**To apply for the position posted, please apply as follows
Send;
Pueblo of Jemez Job Application**

**To;
humanresources@jemezpueblo.org
Or;
Pueblo of Jemez-Attention Human Resources Department
PO Box 100
Jemez Pueblo, NM 87024**