

Internship Announcement:

Traditional Ecological Knowledge (TEK) Projects

Internship Overview

The Cultural Preservation Department is pleased to announce internship opportunities focused on projects related to Traditional Ecological Knowledge (TEK). Interns will be selected to support work in the following areas:

- Forest and land management
- Aquatics and fisheries
- Cultural education
- Public outreach
- Native nursery operations
- Plant propagation

Interns will gain hands-on experience supporting TEK-related initiatives, working closely with department staff, and contributing to projects that support cultural preservation and natural resource stewardship.

Duties and Responsibilities

- Assist with TEK-related projects in areas such as land and forest management, fisheries and aquatic resources, cultural education, outreach, and native plant propagation.
- Support research, documentation, and organization of cultural and environmental information consistent with Tribal policies and protocols.
- Assist in the preparation of educational materials, presentations, or outreach activities for the community.
- Participate in fieldwork, nursery activities, or site visits assigned.
- Maintain accurate records, notes, and project documentation.
- Follow all Cultural Preservation Office procedures, safety requirements, and confidentiality standards.
- Attend scheduled meetings, training sessions, and project briefings as required.

Relevant Knowledge and Experience

- General knowledge of Wilton Rancheria's Tribal history and culture.
- Cultural sensitivity and the ability to handle sensitive, and sacred information with discretion and respect.
- Commitment to ethical conduct, professionalism, and Tribal values, including the confidential and responsible stewardship of sensitive, culturally significant information.

Eligibility and Service Requirements

- Wilton Rancheria Tribal Citizen.

- At least 18 years of age at the time of appointment.
- High school diploma or GED, or currently in progress.
- Ability to participate in scheduled meetings and special sessions, including occasional evenings or weekends, as required by project activities.
- Willingness and ability to travel, as needed, to attend meetings, training, and visit cultural sites.
- Successful completion of a background security check prior to appointment.
- Compliance with applicable Tribal policies and procedures.

Physical Requirements

- Ability to work outdoors in varying weather conditions, including heat, cold, wind, and uneven terrain.
- Ability to stand, walk, bend, kneel, and perform field or nursery tasks for extended periods.
- Ability to lift and carry materials or equipment weighing up to approximately 30 pounds, with or without reasonable accommodation.
- Ability to safely use basic hand tools, gardening tools, or field equipment after training.
- Ability to travel to field sites and participate in outdoor cultural or environmental activities.

Internship Details

- **Dates:** April 6 – June 26, 2026
- **Location:** Cultural Preservation Office, Wilton, California
- **Supervision:** TEK Manager
- **Schedule:**
 - Flexible, Monday – Friday
 - Typically between 8:00 am – 5:00 pm
 - Up to 20 hours per week.
- **Compensation:** \$17 per hour

Application Process

Interested candidates should submit a letter of interest by email to HR@wiltonrancheria-nsn.gov no later than 5:00 p.m. on March 4, 2026.