INTERNETIN OVERVIEW
The National Native American Boarding School Healing Coalition (NABS) is seeking an undergraduate student to serve as communications intern for the summer of 2021. The internship is a full-time position over the course of 10 weeks (total of 400 hours). The internship would start June 2021 and end August 2021. Salary will be $15.00 per hour. As temporary employees of NABS, interns are not eligible for employee benefits.

Currently, NABS’s office is closed as we are observing local, state, Tribal, and federal regulations for public safety during the COVID-19 pandemic. For the time being, this position will primarily be remote. When the NABS office fully reopens, the intern will work at the NABS national office in Minneapolis, Minnesota, if they are able to. All in-person personnel will abide by NABS’s COVID-19 Safety Policy based on CDC guidelines.

ORGANIZATION DESCRIPTION
NABS’s mission is “To lead in the pursuit of understanding and addressing the ongoing trauma created by the U.S. Indian Boarding School policy.” We support this mission through our programs in education, advocacy, and healing. Visit www.boardingschoolhealing.org for more information about our programs, staff, and outreach.

INTERNETIN DESCRIPTION
NABS seeks an energetic, creative, hard-working, and digital-savvy individual looking to join a dynamic, mission-driven organization as a communications intern. In this role, you will have the opportunity to learn and grow as part of a small communications team working collectively to articulate the organization’s mission, connect with allies, and educate people about the history and legacy of boarding schools. The Communications Intern reports to the Director of Public Relations.

The intern can be allowed to work remotely and will work an 8-hour workday during regular business hours (8am to 5pm). The intern’s primary duties will consist of the following at a minimum:

- Culling NABS’s research and existing resources for the development of educational and communications tools for various media and audiences,
- Develop and organize content for NABS social media channels,
- Write and edit copy, including a monthly blog,
- Help the communications team stay organized and productive by managing files and lists, performing minimal data entry, and coordinating and organizing other communications tools.
- Participate in conference calls and web meetings, and
- Attend off-site meetings and support other programs and events as needed.

QUALIFICATIONS
Professional communication and writing skills appropriate for a business environment. Self-starter with strong organizational skills and ability to work collaboratively and independently as needed, managing time appropriately to meet deadlines. Strong communication and interpersonal skills with the ability to present and share ideas effectively. Ability to work in a culturally diverse environment.
REQUIRED
• Current undergraduate student seeking degree in communications, marketing, or related field.
• Commit to completing 400 total internship hours.
• Expert-level computer skills; especially in Microsoft Suite, and Adobe (may be tested).
• Familiarity of common digital and social media platforms.
• Typing speed of 70 wpm (we may request a typing test be completed).
• Demonstrated writing and communication skills (we may ask for writing samples).
• Experience working with Native communities or knowledge of American Indian history, particularly U.S.
Indian boarding school history.

APPLICATION INSTRUCTIONS
All applications will be received via email. No phone calls or snail mail.

Please submit the following all in one PDF file:
• Cover letter,
• Resume or Curriculum Vitae listing any communications experience, and
• Three professional references w/ email and phone number.

E-mail applications to: jblevins@nabshc.org

Subject Line: LAST NAME, Communications Internship

Application deadline is
SUNDAY, April 18, 2021
at 11:59 p.m., CT