**INTERNSHIP OVERVIEW**

The National Native American Boarding School Healing Coalition (NABS) is looking for one student (undergraduate or graduate) to hire as a research intern for the summer of 2021. The internship is a full-time position over the course of 10 weeks (total of 400 hours) and would start May 31, 2021 and end August 6, 2021; these dates are negotiable within the 400 hours goal. 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](http://www.boardingschoolhealing.org) for more information about our programs, staff, and outreach.

**INTERNSHIP DESCRIPTION**

NABS seeks a motivated and task-oriented intern to assist with ongoing Indian Boarding School research. The Research Intern will report to the Director of Research and Programs.

The intern will work an 8-hour workday during regular business hours (8am-5pm). The internship will include the following activities at a minimum:

- Assisting with expanding and organizing NABS internal Endnote Resource Library,
- Helping maintain NABS public Resource Database,
- Composing short summaries of research and articles,
- Authoring monthly blogs,
- Assisting with reviewing research around currently identified Indian boarding schools,
- Data entry in Excel spreadsheets,
- Investigating new research leads, and
- Updating various resource lists, etc.

Other duties will consist of supporting various programs throughout the internship period as needed, such as the monthly webinar series and the NABS blog.

The intern will be provided training on the implementation of institutional content standards and best practices articulated in the NABS Research Protocols and Methodology guiding document.

**QUALIFICATIONS**

Demonstrate professional communication and writing skills appropriate for a business environment. Organizational skills and an aptitude for complex analytical and detailed work. Strong ability to comply with instructions as directed and ability to maintain consistency in reporting to supervisor. Strong ability to work independently, manage time, and adjust to meet deadlines. Some research and analysis experience are preferred.
Strong communication and interpersonal skills with the ability to present and share ideas effectively. Ability to work in a culturally diverse environment.

REQUIRED
- Actively pursuing undergraduate or graduate degree in American Indian studies or related field.
- Commit to completing 400 total internship hours.
- Expert-level computer skills; especially in Microsoft Word & Excel (may be tested).
- Typing speed of 70 wpm (we may request a typing test be completed).
- Ability to read and analyze typescript and long-hand cursive from historical documents.
- Demonstrated professional 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 research experience, and
- Three professional references w/ email and phone number.

E-mail applications to: jblevins@nabshc.org

Subject Line: LAST NAME, Research Internship

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