



NATIVE AMERICAN FISH & WILDLIFE SOCIETY: SUMMER INTERNSHIP

Details:

The Native American Fish and Wildlife Society (NAFWS) will be hiring two summer college interns for Summer 2020, who will be based at the NAFWS national office in Northglenn, Colorado. The internship will pay a \$5000.00 stipend to interns who work up to 500 hours.

NOTICE: Due to the changing nature of the current Coronavirus situation across the country, start date of the internship is TBD (to be determined) and may be negotiated.

Responsibilities:

The intern would be responsible for aiding the NAFWS Staff in administrative tasks, assisting the Education Coordinator with implementing the Summer Youth Practicum and other tasks that will enhance and meet the Society's mission as well as its educational and youth endeavors. Interns will also be funded and required to attend and present at the NAFWS National Conference in 2021 about their experience. Interns will be responsible for conducting themselves in a manner that coincides with the Articles of Incorporation, Strategic Plan, Code of Ethics, Conference Code of Conduct and other regulations, policies and procedures. Interns will be in a professional work environment and representing the Society, in which they are expected to conduct themselves in a professional manner and seek guidance and directions from NAFWS staff.

DUTIES

- Assist with the development and implementation of the SYP
- Assist with administrative tasks
- Attend and assist at the National SYP in Estes Park, Colorado, not excluding the possibility of taking the role of counselor
- Present at the National SYP and National Conference of experiences as interns and college experiences
- Serving on a panel at the SYP about college experiences and advice giving
- Aid in creating and maintaining documents concerning SYP participants
- Help in logistical arrangement for the SYP
- Conduct, collect and compile all information from student evaluations
- Help with maintaining the NAFWS youth website
- Work with Education Coordinator regarding the mentoring program
- Complete a short story or essay for the Society's newsletter, *Eagle's Nest*
- Complete an individual bio for the youth website
- Complete and submit an evaluation of the Society's internship
- Other duties as assigned.

KNOWLEDGE/SKILLS REQUIRED BY THE POSITION

- Currently enrolled student at accredited college/university
- Majoring and/or experience in Education, Environmental or Natural Sciences.

- Effective communication skills. The applicant must demonstrate the ability to communicate effectively both orally and in writing. Ability to deal effectively with personnel from all levels of Tribal, Federal, and State governments, academia, special interest groups and the general public.
- Working knowledge of and respect to Tribal and federal governments, Tribal treaties, agreements, laws, policies, and sensitive issues associated with the management of fish and wildlife resources.
- Must like outdoor activities and camping.
- Indian/Native Alaskan employment preference. As provided in the Society Guide to Personnel Management and as authorized by federal law, the Society will provide an employment preference to applicants who are enrolled members of a federally recognized Indian tribe or an Alaskan village.
- Veteran employment preference. As provided in the Society Guide to Personnel Management and as authorized by federal law, the Society will provide an employment preference to applicants who are veterans of the U.S. Armed Services.

SUPERVISION

- The applicant is under the direct supervision of the Education Coordinator.

PHYSICAL DEMANDS

The majority of the work time will be spent in an office environment and includes standard demands associated with this setting. Minimal lifting of office equipment and other work office environment items may be required. A minimum of 20 pounds may be required to be lifted. Interns must be able to perform physical activities associated with outdoor recreation and camping.

EMPLOYMENT REQUIREMENTS

The Native American Fish and Wildlife Society is an Equal Opportunity Employer and does not discriminate in any personnel practice. As provided in federal law, the NAFWS does provide employment preferences for Native Americans and veterans of U.S. Armed Services.

Interns will be subject to reference checks and background check due to working with persons under the age of 18 at the National SYP.

TO APPLY, SUBMIT THE FOLLOWING

Completed Application

Essay

Resume or CV

Proof of Enrollment

Letter of Recommendation (To be sent separately by Recommenders, Letters of Recommendations should be submitted by the SAME deadline as application)

For more information contact AND/OR to send complete applications to:

Ashley Carlisle, Education Coordinator

By Mail: 10465 Melody Dr, Ste. 307, Northglenn, CO, 80234-4126 | **Website:** nafws.org | **Email:** acarlisle@nafws.org
Phone: (720)638-8497

APPLICATION CLOSING DATE IS APRIL 15, 2020 AT 11:59 PM MST. PLEASE MAKE SURE THAT YOUR APPLICATION IS COMPLETE INCLUDING LETTERS OF RECOMMENDATION, ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED.

NATIVE AMERICAN FISH & WILDLIFE SOCIETY

SUMMER YOUTH PRACTICUM: NATIVE AMERICAN ENVIRONMENTAL AWARENESS



APPLICATION FOR ADMISSION

FIRST & LAST NAME: _____ DOB: ____/____/____

ADDRESS: _____ CITY: _____ STATE: _____

ZIP CODE: _____ PHONE: _____ EMAIL: _____

COLLEGE/UNIVERSITY: _____ YEAR: _____

MAJOR/MINOR: _____

TRIBAL AFFILIATION: _____

FEDERAL-RECOGNIZED? YES NO ENROLLMENT # (IF AVAILABLE): _____

T-SHIRT SIZE: XS S M L XL XXL

ON A SEPARATE SHEET OF PAPER, PLEASE TYPE A SHORT 300- 500 WORD ESSAY TO ANSWER:

Typed: 12 point font, Times New Roman, Double-spaced

- Tell us about yourself! Who are you? Where you from? Hobbies? Sports? Favorite outdoor activity?
- Share your interests, jobs and/or activities regarding natural resources such as outdoor recreation, fisheries, wildlife, forestry, range management, watershed, lakes, conservation management and Traditional Ecological Knowledge?
- What do you think is natural resource conservation? Why is it important? How does it connect to your culture, language and/or traditions?
- What is your opinion of natural resource management on your reservation or community? How would you improve it?
- How will this internship aid in accomplishing your personal and career goals?

HOW DID YOU HEAR ABOUT AND GET THIS APPLICATION? (SCHOOL, TRIBAL NATURAL RESOURCE DEPT., WEBSITE, FACEBOOK, NAFWS MEMBER, FRIEND, PARENT, EMAIL, POSTED, ETC):

NATIVE AMERICAN FISH & WILDLIFE SOCIETY

SUMMER YOUTH PRACTICUM: NATIVE AMERICAN ENVIRONMENTAL AWARENESS

LETTER OF RECOMMENDATION 1

STUDENT: Please give this to an adult who knows you and is familiar with your academic work, involvement and volunteer experiences, interest in natural resources or work qualities (for example: professor, coach, job supervisor, tribal leader, elder etc. NOT A RELATIVE). Also, allow ample time for your recommender to submit, recommended time to ask/request a letter from a recommender is 2 weeks before the deadline date. An idea to ensure submission from recommender is to send a reminder email, phone call, letter, note or in-person.

APPLICANTS NAME: _____

RECOMMENDER: The individual named on this form is being considered for participation in the Native American Fish and Wildlife Society's Summer Internship Program. The internship is designed to enhance interns' experiences and exposure of working within a non-governmental organization, specifically focusing on youth engagement and education. On a separate document, you may find out more information at nafws.org. Please address the questions listed below or use them as a guideline.

Your letter is confidential: Please note the deadline for receiving applications and related materials is either MAIL POSTMARKED BY APRIL 15, 2020 or EMAILED BY 11:59pm MST on APRIL 15, 2020. SEND THE LETTER TO and/or if you have any questions contact:

Ashley Carlisle, Education Coordinator

By Mail: 10465 Melody Dr, Ste. 307, Northglenn, CO, 80234-4126

Email: acarlisle@nafws.org | **Phone:** (720)638-8497

QUESTIONS:

1. How well and for what length of time have you known the applicant, what is your relationship to the applicant?
2. Please describe the applicant's attitude towards school and education.
3. Has the applicant demonstrated an interest in natural resources? How?
4. Does the applicant work well in a group setting?
5. Has the applicant discussed his/her career goals with you? What are they?
6. What are the applicant's strengths and weaknesses?
7. Please include any additional information or comments that might help us evaluate the applicant's qualifications.

SIGNATURE OF RESPONDENT: _____ DATE: _____

NAME & TITLE OF RESPONDENT: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

NATIVE AMERICAN FISH & WILDLIFE SOCIETY

SUMMER YOUTH PRACTICUM: NATIVE AMERICAN ENVIRONMENTAL AWARENESS

LETTER OF RECOMMENDATION 2

STUDENT: Please give this to an adult who knows you and is familiar with your academic work, involvement and volunteer experiences, interest in natural resources or work qualities (for example: professor, coach, job supervisor, tribal leader, elder etc. NOT A RELATIVE). Also, allow ample time for your recommender to submit, recommended time to ask/request a letter from a recommender is 2 weeks before the deadline date. An idea to ensure submission from recommender is to send a reminder email, phone call, letter, note or in-person.

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NAME & TITLE OF RESPONDENT: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____