



Eastern Band of Cherokee Indians Workforce Internship Program

DIVISION: Operations

PROGRAM: Cherokee Department of Transportation

JOB TITLE: CDOT Intern

Overview:

The EBCI Workforce Internship Program provides interested young adults with the opportunity to gain professional work experience. This is a great opportunity for an individual who likes a variety of work, working with a diverse team that supports the Operations and Maintenance of the Eastern Band of Cherokee Indians. Many of our past Summer Helpers have moved on to fully benefited positions!

Cherokee Department of Transportation (CDOT) Purpose:

We maintain safe and reliable roads across the Eastern Band of Cherokee Indians Boundary by conducting regular inspections, clearing debris, and addressing hazards as soon as they arise. Our crews work year-round to ensure routes remain accessible for public travel, emergency responders, and essential services-even during severe weather or unexpected events. By prioritizing proactive maintenance and rapid response, we help protect our community members, support our visitors, and keep transportation moving safely throughout Cherokee.

Key Responsibilities:

- Supporting Daily Operations: Help transport and organize materials, tools, and equipment to and from the job site, ensuring they are readily available for use.
- Prepare work areas by cleaning and organizing spaces, removing debris, and ensuring a safe working environment.
- Perform basic skilled tasks under the supervision of experienced skilled workers.
- Follow all safety protocols and procedures, wearing appropriate personal protective equipment (PPE) and participating in safety meetings.

- Clean, maintain, and store tools and equipment properly to ensure they are in good working conditions.
- Assist in maintaining accurate records of work performed, materials used, and any issues encountered during the project.

Required Qualifications:

- Must be between the ages of 18 – 24.
- Able to provide own transportation to the work site(s).
- Able to work 40 hours per week.
- Able to commit to **ALL** program dates and program events (multiple absences will result in dismissal from the program).

Benefits:

- Pay rate: \$15/ hour

Click here to apply: <https://publicservices.powerappsportals.com/Internship-Program-Application/>