



# Eastern Band of Cherokee Indians Student Executive Internship

## Overview of Executive Intern

This internship will allow students to gain hands-on experience in executive administration, event coordination, tribal communication, strategic and capital project planning, and more. Interns will work with the Division of Community, Education and Recreation Services, reporting directly to the Director of Youth and Adult Education and/or the Secretary of the CERS Division.

## CERS Division



The Division of Community, Education and Recreation Services oversees 10 programs and over 230 employees. It delivers community services for youth, families, and elders, aiming to provide quality care, opportunities, and education. The division's programs are listed below.

Higher Education

Cherokee Recreation

New Kituwah Academy

Cherokee Fitness Complex

Qualla Boundary Library

Senior Citizens

HELP Program

Qualla Boundary Head Start

Cherokee Youth Center

Kituwah Preservation & Education Program

## Key Responsibilities

- **Supporting Administration:** Interns assist the Director of Youth and Adult Education and/or CERS Secretary through tasks such as meeting attendance and minutes, communication with tribal leadership, event planning & coordination, field trips, phone and email support, technology research, media creation and other assigned duties as requested.
- **Confidentiality:** Interns must always maintain strict confidentiality as follows in the EBCI Code of Conduct.

- Communication: Daily interaction with program staff, children, and families is required, following EBCI conduct standards for social media sharing and professionalism.
- Learning and Development: Interns will participate in and complete training sessions and workshops assigned by the director or secretary to develop job-specific skills. Will walk away with an updated resume and bio skills as well as high-level decision-making skills.

## Required Qualifications

- Must be at least 18 years old to apply.
- Must be currently attending a college/university.
- Able to provide own transportation to the work site(s).
- Able to commit to **ALL** program dates and programming 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/>