



Eastern Band of Cherokee Indians College Student Internship Program

DIVISION: Community, Education & Recreation Services
PROGRAM: Director of Youth and Adult Education
JOB TITLE: Director of Youth and Adult Education College Intern

Overview:

The EBCI College Internship Program provides interested students currently enrolled in a college, university, technical, or trade school the opportunity to gain professional work experience that connects their classroom experiences and potential career choices. Students will learn and gain valuable work experience in the daily operations of a program within the Eastern Band of Cherokee tribal government.

Director of Youth and Adult Education Purpose:

The seven programs reporting to the Director of Youth and Adult Education serve youth to adults, senior citizens, and the disabled.

Key Responsibilities:

- Provide administrative and programmatic support to the Director of Youth and Adult Education.
- Assist with public relations efforts, including drafting short articles, announcements, and program highlights.
- Work directly with individual programs to review and improve website content for clarity, accessibility, and consistency.
- Conduct research and develop recommendations to enhance existing promotional materials.

- Assist in revising and updating brochures, flyers, and other outreach materials to align with program goals and branding standards.
- Attend non-confidential meetings with the Director to gain insight into program operations and strategic initiatives.
- Assist with scheduling meetings, preparing materials, and recording meeting notes as assigned.
- Support special projects as directed, including content creation and communication initiatives.
- Develop social media posts for various programs to promote events, deadlines, and success stories.
- Attend program events to photograph activities and draft short commentaries for publication in One Feather and on program social media platforms.
- Maintain professionalism and confidentiality when handling sensitive information.
- Provide administrative and programmatic support to the Director of Youth and Adult Education.

Required Qualifications

- Must be enrolled in a college, university, trade or technical school.
- 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/>