



Eastern Band of Cherokee Indians Workforce Internship Program

DIVISION: Operations
PROGRAM: Facility Management
JOB TITLE: Facility Management 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!

Facility Management Purpose:

The Facility Management program provides maintenance services to EBCI Tribal programs and the buildings that they occupy. These services range from electrical, heating and cooling, carpentry, plumbing, and ground maintenance. The primary focus of the Facility Management program is to ensure our Cherokee tribal government operations continue in a comfortable, professional working environment.

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/>