



Eastern Band of Cherokee Indians High School Student Internship

Overview

The High School Student Internship program helps EBCI teens between the ages of 16 and 17 to develop their skills and prepare for future employment by spending the summer working for the Eastern Band of Cherokee Indians.

Interns will work closely with experienced professionals, gaining valuable insights into their field of study while contributing to the EBCI's goals and projects. Students will learn and gain valuable work experience in the daily operations of a program within the Eastern Band of Cherokee tribal government.

Cherokee Indian Housing Division Purpose

The Cherokee Indian Housing Division (CIHD) operates and maintains a portfolio of over 600 properties on and off the Qualla Boundary. With a combination of Homeownership and Rental Programs, the CIHD offers diverse opportunities in developing skillsets and exposure to General Maintenance, Plumbing, Carpentry, and Electrical trades.

Key Responsibilities

(Include but are not limited to the following):

- Performs basic and routine administrative support and technical duties.
- Performs customer service duties that include dealing with the public, other departments and outside agencies.
- Answers routine questions and refer customers and tribal members to appropriate staff.
- Attends and participates in staff meetings, trainings and workshops which provide for an increasing awareness of general knowledge of programs and current practices.
- Participates in various phases of a planned training and evaluation internship program; collaborates closely with assigned mentor(s).

- Performs duties that help the student learn policy, procedures, guidelines and standards for successful work performance.
- Performs other related duties as assigned.

Internship Expectations

- Maintain professionalism.
- Have a positive attitude.
- Foster teamwork to build relationships and complete projects.
- Display interest and willingness to learn.
- Adhere to the respective dress code.
- Communication should be respectful and appropriate with peers, colleagues, supervisor(s), and residents.
- Meet work schedule and job expectations.
- Able to provide own transportation to the work site(s).
- Follow the safety guidelines provided on behalf of the EBCI tribal government.

Required Qualifications

- Must be at least 16 by June 1st, 2026.
- Must be a rising Junior or Senior high school student.
- Able to provide own transportation to the work site(s).
- 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/>