



# Eastern Band of Cherokee Indians High School Internship Program

**DIVISION:** Community, Education & Recreation Services

**PROGRAM:** Qualla Boundary Head Start & Early Head Start Program

**JOB TITLE:** QBHS&EHS Front Desk Intern

## Overview:

The EBCI Internship Program provides interested students with the opportunity to gain professional work experience that connects front desk workers of all levels including administrative assistants, receptionists and executive assistants. Students will learn and gain valuable work experience in the daily operations of a program within the Eastern Band of Cherokee.

## QBHS&EHS Purpose:

Qualla Boundary Head Start and Early Head Start (QBHS&EHS) provides full day, comprehensive educational services to children ages 0-5, promoting school readiness. QBHS&EHS works in partnership with the family, engages the community, and supports the overall health and well-being of the child and family within the community.

## Key Responsibilities:

- **Supporting Health and Safety Practices:** Interns will assist with front desk duties such as greeting all visitors, answering phone calls and connecting people via phone, giving access to the building, managing the sign in of each visitor, filing, creating communications, processing invoices if needed and much more.
- **Supporting Daily Operations:** Help with tasks assigned by the receptionist. Daily tasks are open to shift as needed.
- **Confidentiality:** Operate on the highest level of confidentiality at the program level and will not share any information at any time.
- **Communication:** Interact daily with program staff, children and families following QBHS&EHS standards of conduct.

- Learning and Development: Attend training sessions, workshops, and will complete required health and safety training to enhance their skills and knowledge specific to the job as well as front desk training.

## Required Qualifications

- Must be at least 16 years old by June 1<sup>st</sup>, 2026.
- 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/>