



# Eastern Band of Cherokee Indians College Student Internship Program

**DIVISION:** Snowbird & Cherokee County Division  
**PROGRAM:** SBCC Health & Family Services  
**JOB TITLE:** SBCC Health & Family Services 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.

## Snowbird & Cherokee County Services – Health & Family

### Services:

Health & Family Services includes Snowbird Senior Center, John Welch Senior Center, Family Support, and Community Health. Both Senior Centers provide a variety of services to the elder population, Community Health provides nursing services to the Snowbird & Cherokee County Communities, while Family Support provides a wide range of services to both communities as well.

### Key Responsibilities:

- **Supporting Daily Operations:** Help with administrative tasks, including scheduling meetings, organizing files, and preparing documentation.
- **Participating in Meetings:** Attend and participate in team meetings, providing input and taking notes to ensure a comprehensive understanding of ongoing projects.
- **Project Management:** Assist in managing smaller projects or project components, ensuring they are completed on time and within scope.

- Communication: Draft communications, including emails, memos, and reports, and may also assist with social media and marketing efforts.
- Learning and Development: Attend training sessions, workshops, and seminars to enhance their skills and knowledge.

## 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/>