



# Eastern Band of Cherokee Indians Workforce Internship Program

**DIVISION:** Operations  
**PROGRAM:** Solid Waste  
**JOB TITLE:** Weighmaster 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!

## Solid Waste Program Purpose:

The Solid Waste program provides overall comprehensive solid waste collections and disposal services to all residents of The Qualla Boundary. These services include municipal Solid Waste, recycling, composting, wood debris, and construction debris.

## Key Responsibilities:

- Supporting Daily Operations: Help organize and record administrative paperwork, assisting in the operation of the transfer station scales, including weighing incoming and outgoing vehicles and recording the weights.
- Prepare work areas by cleaning and organizing spaces, removing debris, and ensuring a safe working environment.
- Perform basic administrative tasks under the supervision of experienced administrative workers.
- Follow all safety protocols and procedures, wearing appropriate personal protective equipment (PPE) and participating in safety meetings.
- Clean, maintain, and store 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.
- Must have basic computer skills.
- 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/>