



**The National Native American
Boarding School Healing Coalition**

Title: Summer Intern

Job Type: Full-Time, Temporary

Location: Minneapolis, MN

INTERNSHIP DESCRIPTION

The National Native American Boarding School Healing Coalition (NABS) is looking to hire a current undergraduate or graduate student as an intern for the summer of 2018. The internship is a full-time position over the course of 10–12 weeks (400 hours). Beginning and ending dates are negotiable. Salary will be \$15.00 per hour. As temporary employees of NABS, interns are not eligible for employee benefits.

ORGANIZATION DESCRIPTION

NABS's mission is "To lead in the pursuit of understanding and addressing the ongoing trauma created by the US Indian Boarding School policy." We support this mission through our programs in education, advocacy, and healing.

INTERNSHIP DESCRIPTION

The summer intern will work primarily on our resource database for our website. Most of the resources have been identified and will need to be summarized, curated, and uploaded. **Experience with academic research and WordPress content manager a plus.** Potential to research additional resources a possibility based on completion of uploading currently identified content. Intern will have opportunity to attend community outreach events and assist with other special projects for NABS programs as capacity allows.

DEADLINE FOR APPLICATION: March 30, 2018

We will inform applicants of selection no later than **April 13, 2018**.

INTERN QUALIFICATIONS

Applicant must demonstrate professional communication and writing skills appropriate for a business environment. Background knowledge on boarding school history is not required, but a desire to understand the historic context is critical. Research, analysis and data collection experience is preferred, along with a basic understanding of Microsoft Office products. Intern candidate must be willing to interact in new or different environments socially and culturally.

APPLICATION INSTRUCTIONS

All applications will be received via email. No phone calls or snail mail.

Please submit letter of interest, resume, a list of computer programs with which you are familiar, and two non-personal references w/ email and phone number **all in one** PDF file.

E-mail applications to:

cmccleave@nabshc.org

Subject Line: Internship Application

**Application deadline is
FRIDAY, March 30, 2018
at 11:59 p.m., CDT**