



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

Title: Communications Intern

Job Type: Full-Time, Temporary

Location: Minneapolis, MN

INTERNSHIP DESCRIPTION

The National Native American Boarding School Healing Coalition (NABS) is looking for a current undergraduate or graduate student as an intern for the summer of 2019. The internship is a full-time position over the course of 10–12 weeks (400 hours). Beginning and ending dates would be between May and September and 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 on several projects in different areas of communication. Projects include: implementing NABS's communication strategy, working on output, including social media strategy and analytics, creating graphics and memes, writing and managing web content on the NABS website and email campaigns; supporting the development of the NABS Healing Voices Publication Volume 2, including conceptualization of infographics, producing content, and copyediting; and assisting with production of Healing Voices videos, including editing lower thirds, searching for b-roll photos, finding music, writing credits, etc. The intern will have the opportunity to attend community outreach events and assist with other special projects as capacity allows.

DEADLINE FOR APPLICATION: April 30, 2019

We will conduct interviews and inform applicants of selection no later than **May 10, 2019**.

INTERN QUALIFICATIONS

Experience with social media, graphics design, and film editing. Applicant must demonstrate professional communication and writing skills appropriate for a business environment. Microsoft Office and Adobe Suite experience is preferred, along with a basic understanding of Google Analytics and Hootsuite. Background knowledge on boarding school history a plus, as a desire to understand the historic context is critical. 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 cover letter, resume, a list of design and editing programs with which you are familiar, and two non-personal references with email and phone number **all in one** PDF file.

E-mail applications to: cmccleave@nabshc.org

Subject Line: LAST NAME Internship Application

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