



2021 Native American Fish & Wildlife Society Internship Program

Focus: Conservation Law Enforcement

Details:

The Native American Fish and Wildlife Society (NAFWS) is recruiting to employ a Native American or Alaska Native, junior or senior level undergraduate or graduate student majoring in Conservation Law Enforcement, Criminal Justice, Wildlife, Natural Resources or a related field to complete an internship. The internship is for a period not to exceed a total of 1,000 work hours at a pay rate of \$15.00 per hour. Telework is approved.

Additionally, the Intern may receive opportunities to travel to and attend the NAFWS National Conference, a NAFWS Regional Conference, a Staff Workshop, a Summer Youth Practicum (SYP) or other training in accordance with Center for Disease Control, and Tribal and State health and safety recommendations.

Responsibilities:

The Intern will be responsible for assisting the NAFWS Conservation Law Enforcement (CLEO) Program Coordinators in data collection and analysis to determine the current state of CLEOs in Indian country; support administrative tasks, participate in the NAFWS SYP as a counselor, and help with other assignments that will enhance and meet the NAFWS' mission and priorities.

Where possible and in accordance with all COVID-19 protocols, the Intern will travel to and attend the NAFWS National Conference. They will provide a presentation about their background and work experience as a NAFWS Intern.

Throughout the internship, the student employee will be responsible for conducting themselves in a manner that coincides with the Articles of Incorporation, Strategic Plan, Code of Ethics, Conference Code of Conduct and other NAFWS regulations, policies and procedures. Interns will be representing the Society in a professional work environment and are expected to conduct themselves in a professional manner, including following guidance and direction from NAFWS staff.

Start Date: May 2021

End Date: December 2021

(Both dates are negotiable.)

Duties

- Collect contact information for CLEO personnel employed in Indian country
- Merge/consolidate existing CLEO contact information lists
- Survey and communicate with Native American and Alaska Native Tribes regarding CLEO needs
- Assist with law enforcement training equipment research and purchase
- Attend the NAFWS National Conference, a NAFWS Regional Conference, a Staff Workshop
- Assist with the implementation of the SYP
- Attend and assist at the National SYP in Estes Park, Colorado as a counselor
- Assist with administrative or other assignments to support NAFWS priorities
- Complete a short story or essay for the NAFWS newsletter, *From the Eagle's Nest*
- Complete an individual biography for the NAFWS website and social media
- Complete and submit an evaluation of the NAFWS Internship
- Present at the National SYP and National Conference of experience as a NAFWS Intern and college student
- Other duties as assigned

Knowledge/Skills Required

- Currently enrolled junior or senior undergraduate or graduate student at an accredited college/university
- Majoring in Conservation Law Enforcement, Criminal Justice, Wildlife, Natural Resources or a related field
- Effective communication skills. The applicant must demonstrate the ability to communicate effectively both orally and in writing. Ability to deal effectively with personnel from all levels of Tribal, Federal, and State governments, academia, special interest groups and the general public.
- Working knowledge of and respect to Tribal and federal governments, Tribal treaties, agreements, laws, policies, and sensitive issues associated with the management of fish and wildlife resources.
- Effective computer software skills. Must possess the ability to use Microsoft Word, Excel, Adobe Acrobat, Google Sheets and other commonly used video conferencing programs such as Zoom or Microsoft Teams.
- Must like outdoor activities and camping.

Supervision

The applicant is under the direct supervision of the Education Coordinator Ashley Carlisle; assisted by CLEO Consultant Robert Romero and Public Information Officer Karen Lynch.

Physical Demands

The majority of work will be accomplished in a telework environment; however other work may take place in an office environment and will include standard demands associated with this setting. Minimal lifting of office equipment and other work office environment items may be required. A minimum of 20 pounds may be required to be lifted. Interns must be able to perform physical activities associated with outdoor training, recreation and camping.

Employment Requirements

The Native American Fish and Wildlife Society is an Equal Opportunity Employer and does not discriminate in any personnel practice.

Native American or Alaska Native employment preference. As provided in the Society Guide to Personnel Management and as authorized by Federal law, the NAFWS will provide an employment preference to applicants who are enrolled members of a federally recognized Indian Tribe or an Alaskan Village.

Veteran employment preference. As provided in the Society Guide to Personnel Management and as authorized by Federal law, the NAFWS will provide an employment preference to applicants who are veterans of the U.S. Armed Services.

Interns will be subject to reference checks and a background check due to working with persons under the age of 18 at the National SYP.

To apply, submit the following:

- Completed Application
- Essay
- Resume or CV
- 2 Letters of Recommendation (To be sent separately by Recommenders, Letters of Recommendation should be submitted by the SAME deadline as application)
- If you claim Indian Preference, you may submit a copy of your Tribal ID, [CDIB](#) or [Form BIA-4432](#).
- If you claim Veteran Preference, you must submit DD Form 214, Certificate of Release or Discharge from Active Duty

For more information contact AND/OR to send complete applications to:

Ashley Carlisle, Education Coordinator

By Mail: 10465 Melody Dr, Ste. 307, Northglenn, CO, 80234-4126 | **Website:** nafws.org | **Email:** acarlisle@nafws.org
Phone: (720) 638-8497

Application closing date is April 9, 2021 @ 11:59PM MST. If mailed, it must be POSTMARKED by April 9, 2021. Please make sure that your application includes your letters of recommendation. ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED.

NATIVE AMERICAN FISH & WILDLIFE SOCIETY



CONSERVATION LAW ENFORCEMENT INTERNSHIP APPLICATION

FIRST & LAST NAME: _____ DOB: ____/____/____

ADDRESS: _____ CITY: _____ STATE: _____

ZIP CODE: _____ PHONE: _____ EMAIL: _____

COLLEGE/UNIVERSITY: _____ YEAR: _____

MAJOR/MINOR: _____

TRIBAL AFFILIATION: _____

ENROLLMENT # (IF AVAILABLE): _____ (PLEASE SUBMIT SUPPORTING DOCUMENTS.)

ARE YOU A VETERAN? YES NO (IF YES, PLEASE SUBMIT SUPPORTING DOCUMENTS.)

IF NECESSARY, ARE YOU WILLING TO WORK STRICTLY IN A VIRTUAL CAPACITY? YES NO

T-SHIRT SIZE: XS S M L XL XXL

ON A SEPARATE SHEET OF PAPER, PLEASE TYPE A SHORT 300- 500 WORD ESSAY TO ANSWER:

Typed: 12-point font, Times New Roman, Double-spaced

- Tell us about yourself! Who are you? Where are you from? Share your favorite hobbies or outdoor activities.
- In your own words, define conservation law enforcement.
- Describe how conservation law enforcement can impact natural resource management activities, such as outdoor recreation, fisheries, wildlife, forestry, range, watershed, and lake management. How does it impact Traditional ecological knowledge?
- Why is conservation law enforcement important? How does it connect to your culture, language and/or traditions?
- Describe your interest in conservation law enforcement and your knowledge of its application on your reservation or community. How would you improve it?
- How will this internship aid in accomplishing your personal and career goals?

HOW DID YOU HEAR ABOUT AND GET THIS APPLICATION?

NATIVE AMERICAN FISH & WILDLIFE SOCIETY
CONSERVATION LAW ENFORCEMENT INTERNSHIP

LETTER OF RECOMMENDATION 1

STUDENT: Please give this to an adult who knows you and is familiar with your academic work, involvement and volunteer experiences, interest in natural resources or work qualities (for example: professor, coach, job supervisor, tribal leader, elder etc. NOT A RELATIVE). Also, allow ample time for your recommender to submit the document. The recommended time to ask/request a letter from a recommender is 2 weeks before the deadline date. An idea to ensure submission from recommender is to send a reminder email, phone call, letter, note or in-person.

APPLICANTS NAME: _____

RECOMMENDER: The individual named on this form is being considered for participation in the Native American Fish and Wildlife Society's Summer Internship Program. The internship is designed to enhance Interns' experiences and exposure of working within a non-governmental organization, specifically focusing on introducing them to conservation law enforcement. You may find out more information about the internship at www.nafws.org.

Your letter is confidential. Please note the **deadline** for receiving applications and related materials is either POSTMARKED BY or EMAILED BEFORE 11:59pm MST on **April 9, 2021**. Send all information to and/or if you have any questions contact:

Ashley Carlisle, Education Coordinator

By Mail: 10465 Melody Dr, Ste. 307, Northglenn, CO, 80234-4126

Email: acarlisle@nafws.org | **Phone:** (720) 638-8497

Please address the questions listed below or use them as a guideline:

1. How well and for what length of time have you known the applicant, what is your relationship to the applicant?
2. Please describe the applicant's attitude towards school and education.
3. Has the applicant demonstrated an interest in natural resources? How?
4. Does the applicant work well in a group setting?
5. Has the applicant discussed his/her career goals with you? What are they?
6. What are the applicant's strengths and weaknesses?
7. Please include any additional information or comments that might help us evaluate the applicant's qualifications.

SIGNATURE OF RESPONDENT: _____ DATE: _____

NAME & TITLE OF RESPONDENT: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

NATIVE AMERICAN FISH & WILDLIFE SOCIETY
CONSERVATION LAW ENFORCEMENT INTERNSHIP

LETTER OF RECOMMENDATION 2

STUDENT: Please give this to an adult who knows you and is familiar with your academic work, involvement and volunteer experiences, interest in natural resources or work qualities (for example: professor, coach, job supervisor, tribal leader, elder etc. NOT A RELATIVE). Also, allow ample time for your recommender to submit the document. The recommended time to ask/request a letter from a recommender is 2 weeks before the deadline date. An idea to ensure submission from recommender is to send a reminder email, phone call, letter, note or in-person.

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SIGNATURE OF RESPONDENT: _____ DATE: _____

NAME & TITLE OF RESPONDENT: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____