



2021 NATIVE AMERICAN FISH & WILDLIFE SOCIETY INTERNSHIP PROGRAM

FOCUS: EDUCATION

Details:

The Native American Fish and Wildlife Society (NAFWS) is recruiting to employ a Native American or Alaska Native, undergraduate or graduate college student majoring in Natural Resources or a related field to complete an internship. The internship will pay a \$5000.00 stipend to Interns who work up to 500 total hours. Telework is approved.

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

Responsibilities:

The Intern would be responsible for aiding the NAFWS Staff in administrative tasks, assisting the Education Coordinator with implementing the SYP, data collection and other tasks that will enhance and meet the Society's mission as well as its educational and youth endeavors.

Interns will also be funded and required to attend and present at the NAFWS National Conference in 2021 about their experience.

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 an Intern with the NAFWS.

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: June 2021

End Date: August 2021 (Both Dates Negotiable)

DUTIES

- Assist with the development and implementation of the SYP
- Attend and assist at the National SYP in Estes Park, Colorado, not excluding the possibility of taking the role of counselor
- Present at the National SYP and National Conference of experiences as an NAFWS Intern and college student
- Serving on a panel at the SYP about college experiences and advice giving
- Aid in creating and maintaining documents concerning SYP participants
- Help in logistical arrangement for the SYP
- Conduct, collect and compile all information from student evaluations
- Help with maintaining the NAFWS youth website
- Work with Education Coordinator regarding the mentoring program
- Survey Tribal Fish and Wildlife Programs
- Data Collection
- Complete a short story or essay for the NAFWS newsletter, *From the Eagle's Nest*
- Complete an individual biography for the youth website
- Complete and submit an evaluation of the NAFWS internship
- Assist with administrative tasks such as labelling, working on a Photo Archive project, filling.
- Other duties as assigned.

KNOWLEDGE/SKILLS REQUIRED BY THE POSITION

- Currently enrolled undergraduate or graduate student at an accredited college/university
- Majoring and/or experience in Education, Environmental, Fish and Wildlife or Natural Resources.
- 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.

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.

Indian/Native Alaskan 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 background check due to working with persons under the age of 18 at the National SYP.

TO APPLY, SUBMIT THE FOLLOWING

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

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 IS COMPLETE INCLUDING LETTERS OF RECOMMENDATION. ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED.



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GENERAL APPLICATION

MAIN FOCUS: EDUCATION

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

ADDRESS: _____ CITY: _____

STATE: ____ ZIP CODE: _____ PHONE: _____ EMAIL: _____

COLLEGE/UNIVERSITY: _____ YEAR: _____

MAJOR/MINOR: _____

TRIBAL AFFILIATION: _____ ENROLLMENT # (IF AVAILABLE): _____

ARE YOU A VETERAN? IF YES, PLEASE SEND IN SUPPORTING DOCUMENTS: YES NO

T-SHIRT SIZE: XS S M L XL XXL

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

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

1. Tell us about yourself. Share your interests, jobs and/or activities regarding natural resources such as outdoor recreation, fisheries, wildlife, forestry, range management, watershed, lakes, conservation management and Traditional Ecological Knowledge?
2. What do you think is natural resource conservation? Why is it important? How does it connect to your culture, language and/or traditions?
3. What is your opinion of natural resource management on your reservation or community? How would you improve it?
4. How will this internship aid in accomplishing your personal and career goals?

HOW DID YOU HEAR ABOUT NAFWS INTERNSHIP?

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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, 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 youth engagement and education. On a separate document, you may find out more information at nafws.org. Please address the questions listed below or use them as a guideline.

Your letter is confidential. Please note the **deadline** for receiving applications and related materials is either POSTMARKED or EMAILED by **11:59pm MOUNTAIN TIME** 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

QUESTIONS:

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.

NAME & TITLE OF RESPONDENT: _____

SIGNATURE OF RESPONDENT: _____ DATE: _____

EMAIL: _____ PHONE: _____

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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, 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: _____

EMAIL: _____ PHONE: _____