

# NATIONAL INDIAN CHILD WELFARE ASSOCIATION

## Job Description Strategic Communications Intern

<b>Position Title:</b>	Strategic Communications Intern	<b>FLSA Status:</b>	Unpaid Internship
<b>Supervisor:</b>	Strategic Communications Manager	<b>Classification:</b>	Temporary, part-time, 10-11 weeks
<b>Salary:</b>	Unpaid Internship/Academic Credit	<b>Location:</b>	Portland, Oregon
<b>Department:</b>	Executive		

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### **Position Summary:**

NICWA seeks a part-time intern to work with the communications department. Interns serve as fully engaged members of the team and are vital to the work. The main focuses of the team's strategic work include external organizational communications, media relations, and new media strategies.

The Strategic Communications Intern will learn many of the basic skills needed to become a communications professional at a national nonprofit organization. They will have the opportunity to network within the Native community, regionally and nationally. Interns will also have the opportunity to sharpen their advocacy skills.

### **Primary Responsibilities:**

- Provides support with all aspects of NICWA's communications work

### **Essential Functions:**

- Assists with the planning, writing, and management of NICWA's newsletter
- Assists with proofreading written works by NICWA staff and finalizing rough drafts with accurate spelling, grammatical and formatting corrections within the required timeframe on a variety of documents, such as letters, memorandums, reports, proposals, testimony, spreadsheets, handouts, etc.
- Tackles broad topics and distills them down to useable pieces for NICWA's constituents
- Assists with media issues and media relations
- Assists with the management of NICWA's social media presence on Facebook, Twitter, and LinkedIn by posting updates as directed
- Assists with NICWA's website when necessary
- Collaborates with staff on new ideas, directions, and venues for marketing and communications to promote NICWA's work
- Provides routine updates on current workload and other activity to the immediate supervisor as well as giving progress reports on assigned projects to the NICWA staff whom they support

### **Additional Responsibilities:**

- Performs other duties and assignments as directed

### **Supervision:**

This position works under the direct supervision of the strategic communications manager.

This position has no supervisory responsibilities.

### **Standards of Conduct:**

- Models ethics, integrity, and accountability
- Exercises sound judgement
- Adheres to accuracy and quality standards
- Contributes to NICWA's learning community

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- Manages workload effectively
- Manages adversity
- Develops strategic perspectives
- Displays professional effectiveness
- Promotes NICWA's mission, vision, philosophy, and goals
- Builds organizational knowledge
- Maintains constituent focus and builds constituent knowledge
- Champions change
- Builds relationships
- Communicates effectively and powerfully
- Demonstrates cultural competence, treating all people including NICWA board of directors, elders, and tribal people with dignity and respect
- Fosters collaboration and teamwork
- Inspires and motivates others to high performance
- Abides by NICWA policies, procedures, and organizational structure

#### **Qualifications:**

- Strong interest in the combination of Indigenous rights, storytelling, and social change
- Ability to commit to at least an 8-week assignment
- Previous experience or education related to writing, editing, proofreading, journalism, or design required
- Intermediate knowledge of social media platforms
- Ability to maintain high standards of confidentiality
- Strong knowledge of Native culture and social service systems with demonstrated working experience with tribal organizations, tribal service systems, and tribal government structures
- Knowledge of Indian Child Welfare Act and child welfare practice preferred
- Demonstrated knowledge, experience, and ability to manage projects, using skills and tools to organize project work involving competing deadlines and to balance internal and external demands
- Ability to communicate in a professional manner with press and community contacts
- Demonstrated knowledge, experience, and ability to actively cooperate in a team environment, both in leadership and peer relations, and motivate others to do the same
- Excellent interpersonal, communication (including listening, writing, speaking), customer service, and time management skills essential
- Proficiency with operating a variety of office equipment and computer hardware/software applications specifically Microsoft Office products including Word, Excel, Outlook, and Access required
- Possesses strong proofreading and grammatical skills with attention to detail
- Ability to analyze and problem-solve

#### **Travel Requirements:**

None

#### **Physical Demands:**

This position frequently involves sedentary work and could require exerting up to 30 pounds of force and a negligible amount of force to lift, carry, push, pull, or otherwise move objects, including the human body.

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#### **Physical Requirements:**

Constantly requires the ability to receive detailed information through oral communications, and to make fine discrimination in sound. Constantly requires repetitive movement of the wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks. Often requires standing and sitting for sustained periods of time. Occasionally requires ascending or descending stairs or ramps using legs, feet, arms, and hands. Occasionally requires stooping, which entails the use of the lower extremities and back muscles. Infrequently requires crouching.

#### **Typical Working Environmental Conditions:**

The worker is frequently subject to inside environmental conditions which provide protection from weather conditions, but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions.

#### **Disclaimer:**

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of all personnel so classified.

#### **Note:**

NICWA's hours of operation are Monday–Friday, 8 a.m.–5 p.m. Work hours will be adjusted as appropriate for interns who are enrolled in school or otherwise employed. This is a temporary position, with no express or implied guarantee of future employment beyond the assignment period.

#### **HOW TO APPLY:**

In order to be considered for an internship with NICWA, please combine the following items into a single .doc or .pdf file; send the files via email to Human Resources Coordinator, Nicole Stewart at [nstewart@nicwa.org](mailto:nstewart@nicwa.org).

- Cover letter
- Resume
- Writing sample of approximately three pages

Applications are considered on a rolling basis. For more information on NICWA, please visit [www.nicwa.org](http://www.nicwa.org).