



2023 Internship Program

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, Wildlife, Natural Resources or a related field to complete an internship. The internship is for a period not to exceed a total of 320 work hours over a course of 8 weeks for a stipend of \$5,000.00. The Intern's duty station is preferred to be located at the NAFWS' main office in the north Denver area, however, telework is approved and can be further negotiated.

Additionally, the Intern may receive opportunities to travel to and attend a NAFWS Regional Conference, a Staff Workshop, a Summer Youth Practicum (SYP), a Conservation Law Enforcement Office (CLEO) training, or other training event 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 Education Program Coordinators such as aiding in the development of NAFWS education programming such as curriculum development for the National SYP and professional development materials/needs; support administrative tasks, participate in the NAFWS SYP as a counselor, participate in a ride along with a Tribal Conservation Officer, 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 any NAFWS sponsored or related events such as trainings and/or conferences.

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 5, 2022

End Date: July 31, 2022 (Both dates are negotiable.)

Duties

- Assist with education programming training equipment research and purchase
- Participate in a ride along with a Tribal Conservation Officer and/or Tribal Biologists, dependent on proximity to a Tribal Nation
- Attend a NAFWS Regional Conference, a Staff Workshop and/or a CLEO training event
- Assist with the implementation of the SYP
- Attend and assist at the National SYP near Fort Collins, Colorado as a counselor
- Aid in working with Public Information Officer to implement social media strategies such as creating fliers, photography and etc..
- Assist with administrative or other assignments to support NAFWS priorities
- Participate in networking events that may include events with external organizations and agencies
- 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 Regional Conference of experience as a NAFWS Intern and college student
- Other duties as assigned

Knowledge/Skills Required

- Must be 19 years or older
- Currently enrolled undergraduate or graduate student at an accredited college/university
- Majoring in Conservation Law Enforcement, Criminal Justice, Wildlife, Natural Resources or a related field
- Ability to perform some work assignments independently and/or in team situations with minimal guidance
- 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 Mueller

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
- 1 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 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 Mueller, Education Coordinator

By Mail: 10465 Melody Dr, Ste. 307, Northglenn, CO, 80234-4126 | Email: amueller@nafws.org

Direct Work Phone: (720) 638-8497

Application closing date is May 5, 2023 @ 10:00 PM MT. Please make sure that your application is submitted on time, letters of recommendation should also be submitted by recommender by the deadline. ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED.

NATIVE AMERICAN FISH & WILDLIFE SOCIETY



INTERNSHIP APPLICATION

FULL LEGAL 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.
- 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?
- What do you think is natural resource conservation? Why is it important? How does it connect to your culture, language and/or traditions?
- What is your opinion of natural resource management 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 isto 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 enhanceInterns’ 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 EMAILED BY 10:00pm MT on **May 5, 2023**. Send all information to and/or if you have any questions contact:

Ashley Mueller, Education Coordinator

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

Email: amueller@nafws.org I **Phone:** (720) 638-

8497Please 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 tothe 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 theapplicant’s qualifications.

SIGNATURE OF RESPONDENT: _____ DATE: _____

NAME & TITLE OF RESPONDENT: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____