

**BRISTOL BAY NATIVE ASSOCIATION  
POSITION DESCRIPTION**

**POSITION TITLE: Internship; Bristol Bay Ciulistet Emerging Leader**

**OBJECTIVE:** The objective of this internship is to advance and promote the potential of young leaders residing in the Bristol Bay region, through direct work experience, focused guidance, and supervision by established regional leaders. By working within Bristol Bay's network of peers and mentors, the intern will develop confidence and understanding of the value in having region-specific skills necessary for effective service delivery in rural remote Bristol Bay.

**QUALIFICATIONS:** Candidates must demonstrate their ability to accomplish the Essential Job Results stated below. **Required:** High School Diploma/GED. Must be at least 18 years of age. Alaska Native young adults from Bristol Bay communities who are interested in building upon the experience and knowledge they have learned through high school activities, subsistence, travel, or other experiences within Bristol Bay's lifestyle. Bristol Bay specific leadership skills and knowledge, and connecting with a network of peers and mentors across the region. BBNC shareholder descendants residing in the Bristol Bay region are strongly encouraged to apply. Ability to attend an orientation training conducted by Raven's Group, The Nature Conservancy, and/or BBNA staff. (Scheduling to be determined in late January or early February) Must be willing and able to abide by intern host protocols. Demonstrated ability to understand and perform duties as described below.

**ESSENTIAL JOB RESULTS**

**Achieves Program goals**

by

- Working closely with host supervisor to understand the work to be done and how/why these duties are important.
- Keeping reliable attendance to the work hours scheduled. Hours must be limited to no more than 8hrs per day or 40 hrs within a Saturday – Friday work week. The total internship hours available are 420 hours.
- Following the policies and protocols made by host organization.
- Completing the internship project(s) that have been identified by the host organization.
- Attending Orientation (January/February) and two (2) retreats (March and May) hosted via Zoom/Teleconference
- Identifying current strengths and challenging learning goals.
- Actively engaging in the orientation, monthly check in calls and retreats.

**Keeps Management Informed**

by

- Checking in with host organization supervisor each work day.
- Participating in monthly check in calls with Raven's Group, The Nature Conservancy, and BBNA's Economic Development Program Manager.
- Keeping a record of time worked and keeping a journal of daily activities.

- Completing all surveys from the Ciulistet Emerging Leaders Program Staff.

**Protect program integrity and client privacy**

*by*

Abiding by BBNA’s policies in regards to confidential information and keeping any confidential information gained through employment at BBNA absolutely confidential during and after this employment.

**Travel in and out of region**

*by*

Scheduling well planned trips to participate in trainings, workshops and to exchange information. Extensive travel is not expected in this position.

**Contribute to the overall team effort**

*by*

Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

**WAGE:** \$15.00/hr.

**REPORTS TO:** BBNA Economic Development Program Manager

**DUTY STATION:** Depending on host location in Bristol Bay

_____ Employee Acknowledgment	_____ Date
_____ Supervisor Signature	_____ Date
_____ Human Resources Director	_____ Date