Native Action Network Civic Engagement Intern

Job Title: Civic Engagement Intern  
Position Type: Temporary Part-Time, Exempt  
Location: Seattle, Washington  
Pay Range: $25/hr; up to 20-25 hours per week  
Reports To: Political Navigator

About Native Action Network:
Native Action Network (NAN) is a nonprofit organization organized to promote Native women’s full representation, participation, and leadership in local, state, tribal, and national affairs. NAN achieves this by hosting intergenerational leadership forums, youth academies, 10-month Legacy of Leadership cohorts, leadership luncheons, nonprofit capacity building workshops, as well as other community development and civic participation activities. Our focus on community development includes connecting our relatives to resources and opportunities that result in economic empowerment and stability.

Position Summary:
The Civic Engagement Intern will work with the Political Navigator to facilitate NAN’s voter engagement initiatives, including the preparation and facilitation of an Indigenous Youth Political Empowerment Summit. This is a part-time, academic-term internship lasting approximately 8-12 weeks, depending on your availability.

Responsibilities:
- Assist in coordinating event logistics including communicating with participants, ordering and organizing materials, and coordinating with speakers and guests.
- Day of coordination and logistics for Youth Summit.
- Research upcoming Washington State and tribal election information.
• Other duties and responsibilities as assigned.

**Qualifications:**

• Must be willing and able to complete and pass a background check.
• Must be a current student or recent graduate at a college or university.
• Must be able to work in-person at the NAN office in Belltown at least two days per week.
• Experience with event planning and project management.
• Demonstrated interest in political engagement and Native American advocacy.
• Experience working with American Indian and Alaska Native communities, including but not limited to lived experiences serving Tribal communities, both on and off Tribal lands.
• Strong attention to detail and accuracy in data entry and management.
• Excellent written and verbal communication skills, with the ability to communicate effectively with diverse stakeholders.
• Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).
• Ability to prioritize tasks and manage time effectively to meet deadlines.
• Commitment to the mission and values of the Native Action Network.

Email resume and cover letter to: info@nativeactionnetwork.org. Be sure to include Civic Engagement Intern Application in the subject line.

Applications will be accepted on a rolling basis, with priority given to those submitted before June 7, 2024. Please visit www.nativeactionnetwork.org to learn more about our work.

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