Native Action Network Research and Data Intern

**Job Title:** Research and Data Intern  
**Position Type:** Temporary Part-Time, Exempt  
**Location:** Seattle, Washington  
**Pay Range:** $25/hr; up to 20-25 hours per week  
**Reports To:** Operations Manager

**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:**
As a Research and Data Intern at NAN, you’ll be responsible for collecting oral histories from past Enduring Spirit Honorees and drafting a write up of their stories for inclusion in NAN’s 20-year anniversary collection highlighting “A Legacy of Leadership - Native Matriarchs from the Pacific Northwest.” These remarkable Native women have made lifelong commitments to strengthening Native communities and fostering intergenerational connections. This is a part-time, academic-term internship lasting approximately 8-12 weeks, depending on your availability.

**Responsibilities:**

- Compile a database of past Enduring Spirit Honorees and conduct oral histories to document their stories.
- Draft a two (2) to four (4) page write up on each Honoree.
• Fulfill other assigned duties and responsibilities.

Qualifications:

• Must be willing and able to complete and pass a background check.
• Must be a current student or recent graduate at a local college or university.
• Must be able to work in-person at the NAN office in Belltown at least two days per week.
• 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.
• Familiarity with how to conduct an oral history.
• 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.
• 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 Native Action Network.

Email resume and cover letter to: info@nativeactionnetwork.org. Be sure to include Research 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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