



2025 STUDENT PAID SUMMER INTERNSHIP FOCUS: EDUCATION & MEDIA | 2 Vacancies

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 (remote) is approved and can be further negotiated.

The Intern will travel to and attend the National Summer Youth Practicum (SYP), and any NAFWS training or event during the internship duration. Additionally, an opportunity and funding is available to travel to the 2025 AISES National Conference in October 2025, which is not considered part of the internship duration.

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 National SYP as a counselor, participate in a ride along with a Tribal Natural Resource Employee with a local Tribe (dependent on schedule/location), and help with other assignments that will enhance and meet the NAFWS' mission and priorities.

Intern will travel and attend any NAFWS sponsored or related events such as trainings and/or conferences in accordance to internship funding scope, funding availability and scheduling.

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: May/June 2025 **End Date:** July/August 2025 (Specific dates are negotiable.)

Questions and/or to Send Materials to: Ashley Mueller, Education Coordinator, amueller@nafws.org

Address: 10465 Melody Dr, Ste. 325, Northglenn, CO, 80234 **National Office Phone:** (303) 466-1725

Duties

- Assist with education programming
- Participate in a ride along with a Tribal Conservation Officer and/or Tribal Biologists, dependent on proximity to a Tribal Nation and scheduling
- Attend a NAFWS event such as a regional conference, a workshop and/or training
- Attend and assist with the implementation of the SYP in Northern Colorado as a SYP Jr. Mentor
- Aid in working with the Communication team to implement social media strategies
- Participate in networking events that may include events with external partners
- Participate in professional development events, trainings, and webinars assigned by the Education Coordinator (e.g. online NEPA training, First Aid Training)
- 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
- Complete deliverable (infographic) related to the National SYP curriculum to be utilized as a handout
- Work with Education Coordinator to develop a “Youth Program Development Training” materials
- Present at the National SYP and Regional Conference of experience as a NAFWS Intern and college student
- Opportunity to attend and present at 2025 AISES National Conference in October 2025
- Assist with administrative or other assignments to support NAFWS priorities

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
- Experience working and/or mentoring with Native Youth between the ages of 14 years old – 17 years old
- Ability to work in a remote capacity during normal business hours (8 am – 5 pm)
- Effective communication skills. The applicant must demonstrate the ability to communicate effectively both orally and in writing.
- Ability to collaborate 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, and other commonly used video conferencing programs such as Zoom or Microsoft Teams.
- Must like outdoor activities and camping.

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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 20pounds may be required to be lifted. Interns must be able to perform physical activities associated with outdoor training, recreation, and camping in locations that may reach high elevation (5,000 ft. – 8,700 ft.).

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 *NAFWS Employee Handbook* 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 *NAFWS Employee Handbook* 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:

1. Complete General Application and Essay
2. Resume or CV
3. 1 Letter of Recommendation (Must be submitted by the Recommender, not the student/applicant)
4. If you claim Indian Preference, you must submit a copy of your Tribal ID, [CDIB](#) or [Form BIA-4432](#).
5. If you claim Veteran Preference, you must submit DD Form 214, Certificate of Release or Discharge from Active Duty

Application closing date is March 28, 2025 @ 10:00 PM MT.

Interviews will be scheduled the week of April 7th with goals of selection and notification no later than April 11, 2025.

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**2025 STUDENT PAID SUMMER INTERNSHIP
GENERAL APPLICATION**

FULL LEGAL NAME: _____ DOB: ____/____/____

MAILING ADDRESS: _____

EMAIL: _____ PHONE: _____

COLLEGE/UNIVERSITY: _____

MAJOR/MINOR: _____ EXPECTED GRAD. DATE: _____

TRIBAL AFFILIATION: _____

(PLEASE SUBMIT SUPPORTING DOCUMENTS.)

ARE YOU A VETERAN? YES NO T-SHIRT SIZE: _____

ESSAY

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. Share your interests, career goals and/or activities regarding natural resources such as outdoor recreation, fisheries, wildlife, forestry, range management, watershed, lakes, conservation management and Traditional Ecological Knowledge?
- What is your opinion of natural resource management on your reservation or community? How would you improve it?
- How are you connected to your reservation or community?
- How will this internship aid in accomplishing your personal and career goals?

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LETTER OF RECOMMENDATION: GUIDELINES & TIPS

STUDENT:

1. Identifying a Recommender:
 - a. Recommender should not be a relative (i.e. parent, legal guardian, grandparent, sibling, uncle, auntie, etc.)
 - b. Recommender can be: professor, coach, job supervisor, Tribal leader
 - c. Recommender should be familiar with your academic work, involvement and volunteer experiences, interest in natural resources or work qualities
2. Requesting an LOR from your Recommender:
 - a. Request a LOR as soon as possible, recommendation is request letters 2 weeks before the deadline at minimum
3. Ensuring a great LOR from your Recommender:
 - a. Send a recommender your resources to help them write a letter: updated resume, completed essay, description of the opportunity you are applying to (i.e. intern description, scholarship advertisement), link to the organization or agency that is providing that opportunity (i.e. NAFWS website link)
 - b. You can suggest recommender what to include in their letter:
 - i. “May you include the research project we worked on together in my LOR?”
 - ii. “Can you share the story about when I took the lead as a Team Captain to highlight my leadership skills”
4. Remind your Recommender:
 - a. Send a reminder (email, text, phone call, in-person) to your Recommender to ensure they submit their LOR by the deadline.
 - b. Ensure that you send the LOR submission instructions to your Recommenders. Depending on the application, sometimes Recommenders have to upload online, send to a specific contact.

RECOMMENDER:

You must submit the letter directly to the Education Coordinator (contact in footer). See suggested guiding questions below to answer in LOR:

1. What length of time have you known the applicant, what is your relationship to the applicant?
2. Please describe the applicant’s career goals, what steps they are taking to accomplish them that you have witnessed or know about?
3. Does the applicant work well in a group setting?
4. What are the applicant’s strengths and areas of growth? Share any anecdotes that relate to skills, qualifications, characteristics of the applicant.

Please note the **deadline** for receiving applications and related materials is by **10:00 pm Mountain Time on March 28, 2025.**

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