Youth Outreach Coordinator Intern (Remote)

NAFOA is seeking a youth outreach coordinator intern to assist in expanding outreach to Native American youth and young professionals. This will be a remote part-time position for 6-weeks. The intern will be expected to commit up to 20 hours per week. Additionally, the intern will receive a $1,000.00 stipend.

Project: NAFOA primarily serves mid- to executive-level professionals, tribal leaders, and policymakers. As part of the organization’s efforts to facilitate life-long learning, NAFOA has been expanding our youth and young professional programs to serve those interested in tribal finance, economic development, and leadership at an earlier stage in their education and careers. The primary role of the intern is to assist NAFOA in expanding our outreach to Native American youth and young professionals and assist in strategic plans to keep them engaged. The intern will also assist in development of outreach strategies of other NAFOA stakeholders, including alumni and Member Tribes.

Responsibilities:

- Reach out via email, phone calls, and/or direct message on social media to national, regional, local, and tribal Native youth programs, student associations, educational institutions, and/or professional groups, etc. to develop an internal directory/contact list.
- Establish partnerships with youth programs working with Native youth ages 16-26.
- With NAFOA’s Education Programs and Communications Consultant, develop a marketing kit for NAFOA’s youth programs to share with partners.
- Develop an outreach communication plan, identifying when and how to communicate with NAFOA’s different stakeholders.
- Assist in development of an alumni outreach and engagement strategy and plan.
- Assist in development of tribal relationship outreach strategy to increase NAFOA’s tribal membership participation.
- Recruit Native youth to participate in NAFOA’s youth programs.
- Perform other duties as assigned.

Education and Experience Requirements:

- Must be at least a Junior in college.
- Bachelor’s degree in Marketing, Communications, Public Relations, or a similar field preferred but not required.
- At least one year prior experience working in marketing and/or performing outreach activities.
- Excellent writing, phone, and communications skills.
- Experience with email marketing tools such as Mailchimp.
- Be currently involved in at least one or more national, regional, local, or tribal Native American youth programs or organizations.
- Experience in a leadership position within a national, regional, local, or tribal Native American youth program or organization.
- Ability to work remotely with minimal supervision.
- Must be authorized to work in the United States
To apply, please fill out the Internship Application Form by Monday, June 8th. For questions, please email education@nafoa.org.