



SHINNECOCK NATION
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT & POSITION DESCRIPTION

JOB TITLE: Graphic Intern

DEPARTMENT: Tribal Enrollment & Vital Records Office

REPORTS TO: Tribal Enrollment Director

STATUS: Part-time, volunteer

SALARY: \$600 stipend

DEADLINE: Immediately until position is filled

Summary: Assist the Tribal Enrollment & Vital Records Office staff in its mission to communicate effectively with tribal citizens, potential tribal citizens, and other outside entities through various modes of graphic and digital media.

Essential Duties and Charge:

- Design and produce post cards, brochures and cultural materials for TEVRO services
- Filing and/or digitization of Enrollment records
- Update TEVRO information on Nation's website and social media pages
- Field data collection and data input
- Maintain confidentiality regarding all Enrollment Office business

Qualifications: An individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

Competency: To perform successfully, an individual should demonstrate the following ability:

- Gathers, analyzes and reports information constructively and with accuracy
- Maintains confidentiality; shows respect and sensitivity to all human beings
- Works with integrity and ethics; i.e. not influenced by personal bias or nepotism
- Exhibits patience, impartiality, respect and trustworthiness
- Ability to anticipate unforeseen challenges and problem solve
- Be productive and work well with small group dynamics
- Takes pride in their work and community; gives their 100% at all times
- Follows policies/procedures, is timely and respectful of other's time

Education/Experience: Minimum High School education (in process). General knowledge of one or more graphic design software: Canva, Vistaprint, Microsoft Publisher, Adobe Illustrator or Photoshop, social media, and digital technology.