



Inter Tribal Council of Arizona, Inc. Environmental Quality Programs Internship Application

Executive Summary

The Inter Tribal Council of Arizona, Inc. (ITCA) is a non-profit organization that promotes American Indian self-reliance through public policy development and provides Member Tribes with the means for action on matters that affect them collectively and individually. The highest elected officials from each of the twenty-one Member Tribes serve on the ITCA Council. These leaders have a comprehensive view of the conditions and needs of the Tribal communities they represent.

Under the mission of ITCA, ITCA strives to build the capacity of its' Member Tribes through resource development, policy analysis and development, information resources and strategic dissemination, and training and technical assistance.

Internship Description

The ITCA's Environmental Quality Programs (ITCA EQP) Internship aims to develop a cadre of American Indian/Alaska Natives (AI/AN) to pursue environmental quality and climate change-related professions upon completing their undergraduate/graduate training program.

Intern activities may include, but are not limited to:

- Participation in workshops and research focused on Federal Indian Policy and Environmental Policy.
- Assisting ITCA's Pesticide Program, Tribal Air Quality, Solid Waste Management, and Tribal Water Systems staff.
- Participation in workshops focused on recent changes in climate change laws and policies, and its impact to Tribes.
- Grant writing, researching methods for identifying grant opportunities, and the submittal process.
- Exposure to non-profit organization operations, activities, and administrative duties.

Eligibility

- Applicants must meet the following qualifications:
- Be a tribally enrolled member
 - Must be residing and living in the state of Arizona, able to commute to ITCA and/or other local areas
 - Junior or higher-level student (or recent grad) working toward a degree in Environmental Studies, or similar field.
 - Proficiency in Microsoft Office products
 - Clear oral communication skills
 - Excellent writing abilities
 - Must have a valid Driver's License, maintain a good driving record, and have at least TWO YEARS of driving experience
 - Must submit transcripts (official or unofficial)
 - Must be legally authorized to work a paid internship in the United States

Internship Details

- The internship will last 6 weeks at a minimum of 10 hours per week, totaling 60 hours of internship experience.
- The 6 week internship will occur within the timeframe of February 3, 2025 to May 2, 2025.
- The internship will be conducted remotely and in-person, as needed. There may be the option for in-person days, but not on a weekly basis (conditions apply).
- Interns will meet with the ITCA Environmental Quality Program staff once a week, and meet with the Executive team once a week.
- There is a scholarship opportunity available for individuals that successfully complete the 6 week internship.



Inter Tribal Council of Arizona, Inc. Environmental Quality Programs Internship Application

Application Required Documents

- Internship application form;
- Proof of enrollment in a Tribe (acceptable documents include a copy of a Certificate of Indian Blood, Tribal Enrollment Card, etc.);
- Educational university or college transcripts (official or unofficial);
- One-page resume;
- One-to-two page original writing sample (further details found in “Essay Information” section);
- Spring 2025 course schedule;

Submission and Application Deadline

Applications must be completed and received by the extended deadline of **Friday, January 31, 2025 11:59 PM MST**. Please email your completed application with documents to Kelly Jendrisak, ITCA Air Quality Coordinator, at kelly.jendrisak@itcaonline.com.

If you have any questions regarding the ITCA Environmental Quality Programs Internship, please contact Kelly Jendrisak via email at kelly.jendrisak@itcaonline.com.



Inter Tribal Council of Arizona, Inc. Environmental Quality Programs Internship Application

Internship Application Form

Name:

Permanent Address:

Current Address:

Email:

Tribal Enrollment:

Must provide documented proof of enrollment

Phone:

Date of Birth:

Educational Institution Information

Name of School:

School Mailing Address:

Expected Date of Graduation:

Degree/Certification Attaining:

Essay Information

On a separate document, please provide a one-to-two page original writing sample. This writing sample can be either of the following:

- A writing sample from a past assignment that you feel provides an example of your writing expertise
- OR**
- A newly written piece detailing your achievements, activities, educational goals, and career goals for service to your tribal community.

Important requirements of the essay document

1. Format must be one page double pace, Times New Roman Font and Font size 12 and 1" Margins
2. Include your name on the top of the page
3. Submit as a PDF file



Inter Tribal Council of Arizona, Inc. Environmental Quality Programs Internship Application

Applicant Short Answer Questions

Please identify at least three professional goals or outcomes you intend to gain from this internship:

Please explain how the ITCA Environmental Quality Programs Internship will assist you in achieving your educational and career goals:

Please briefly describe any previous internship, employment, educational, or volunteer experience you have completed relating to the environment, climate change, federal policy, and/or engagement with Tribes:



Inter Tribal Council of Arizona, Inc. Environmental Quality Programs Internship Application

AUTHORIZATION & SIGNATURES

I hereby certify that the information provided in this Internship Application Form is, to the best of my knowledge, true and correct. I have not knowingly withheld any facts or circumstances that could jeopardize consideration of my application. I authorize ITCA to release my name and photo with any public announcement of the internships. By submitting the Internship Application Form, I am giving ITCA permission to verify information on this form.

Print Name:

Student's Signature:

Date:

Parent/Guardian Signature:

If student is under the age of 18

Date:

All submitted materials become the property of the Inter Tribal Council of Arizona, Inc.