



CITY OF SEATTLE

Indigenous Seattle Internship

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| SALARY: | \$16.56 Hourly |
| LOCATION: | Seattle City Hall, 600 4th Ave., Seattle, Washington |
| JOB TYPE: | College Intern |
| SHIFT: | Day |
| DEPARTMENT: | Planning & Community Office |
| BARGAINING UNIT: | Not represented |
| CLOSING DATE | 06/26/20 05:00 PM Pacific Time Deadline extended - contact valerie.kinast@seattle.gov |

POSITION DESCRIPTION:

The Office of Planning and Community Development (OPCD) is seeking a college student to support and advance the Indigenous Seattle work of OPCD.

Indigenous Seattle is an effort within the City of Seattle and greater Seattle area to enable equitable representation of Coast Salish native voices in city and regional planning. The program support the Indigenous Seattle Working Group on several projects to increase our awareness, accessibility, and correct knowledge of place stewardship through meaningful engagement with indigenous knowledge holders, Urban Native communities, and local tribal members. Indigenizing Seattle entails actively listening upholding Native community leaders and members voices

Previous efforts have included:

- Coordinating with Labateyah Youth Home around the Crown Hill neighborhood planning process
- Convening Indigenous Talking Circles with indigenous historians, elders, planners, and cultural experts
- Researching Indigenous planning concepts for the City's Comprehensive Plan update
- Working with the Office of Arts and Culture on a story-telling project featuring houseless members of the community

Educational Benefit to Student:

The student will have the opportunity to work in City Hall and experience local government from the inside. The internship will place the student within an innovative equitable development initiative. The intern will have a opportunity to apply knowledge to contribute to Seattle's physical, cultural and social future. The student will help strengthen Indigenous Seattle.

JOB RESPONSIBILITIES:

- Assist OPCD to make key contacts and build relationships with local tribes and urban indigenous organizations. Support staff in organizing conversations, study tours, and events.
- Continue work started by previous interns within OPCD to reimagine community and city-wide planning processes with Indigenous perspectives
- As needed, support City/community partnerships focused on decolonization and reconciliation

QUALIFICATIONS:

Minimum Qualifications:

Education:

- Open to all undergraduate students enrolled in an accredited 2-year or 4-year educational program; and all graduate students enrolled in an accredited graduate program.
- Undergraduate students will need to maintain a 2.0 GPA or above throughout the internship.

Experience:

- Knowledge and experience with Native American communities.
- Understanding and experience in culturally appropriate communication and social interaction with indigenous peoples.
- Organizational skills that are needed to facilitate relationship-building, such as visits to Native American organizations and local reservations.
- The skill to assess what OPCD work entails and what information, tools, and experiences could assist non-Native staff to improve their work in support of Indigenous communities' objectives.

Desired Qualifications:

- Lived experience with Coast Salish Indigenous communities.

ADDITIONAL INFORMATION:

Start/End Dates: Intern will start in early July, 2020 and end in June, 2021. Dates are flexible.

Schedule: Intern will work 10-20 hours/week. Work hours can be scheduled between 8:00 a.m. and 5:00 p.m. and may work some weekends and/or evenings.

Salary: Undergraduates will be paid \$16.56/hour.

How to Apply: complete an online application and include the following:

- Unofficial transcript including current classes and GPA
- Cover letter that includes a statement of what interests you about this position
- Resume
- Two references can be from elders, instructors, mentors.

Incomplete applications will not be considered.

APPLICATIONS MUST BE SUBMITTED TO:

michael.blumson@seattle.gov

INDIGENOUS SEATTLE INTERNSHIP

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:

Seattle City Hall 500 4th
Avenue, 5th Floor
Seattle, WA 98104



Who May Apply: This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.

Indigenous Seattle Internship Supplemental Questionnaire

* 1. Did you attach a copy of your unofficial college transcript, cover letter, and resume? (All are required).

Yes

No

* 2. Did you attach a list of 2 references?

Yes

No

* 3. What is your current cumulative GPA?

* 4. When is your anticipated/expected graduation? (month/year)

* Required Question