



**National Indian Gaming Commission (NIGC) – Division of Public Affairs**  
**Public Affairs Specialist - Internship**

Are you looking to make a winning bet on your future as a public relations professional? Come join the public affairs team at the National Indian Gaming Commission (NIGC) – an independent federal regulatory agency within the Department of Interior.

This position will help you build your professional skills and industry experience in the fast-paced world of federal government public affairs. Specifically, you will work supporting NIGC's media relations, public engagement, and legislative and intergovernmental affairs programs. Guided by experts from the Division of Public Affairs, you will assist with reviewing, creating and updating the Agency's media relations, strategic engagement, and external information sharing activities for the National Indian Gaming Commission – including working with website content and social media campaigns.

If not located in Washington, D.C., the participant can expect to travel there to meet the headquarters staff and interact with other Indian gaming stakeholders at the national level.

**Location:** This position can be located at NIGC Headquarters in Washington, D.C., or at one of NIGC's 8 regional offices. There is an option for hybrid or remote work (telework) based on manager discretion and the needs of the Agency and the employee. NIGC does not pay for relocation or pay a housing/cost of living stipend.

**Dates:** May- September 2023. The internship is funded for 3 months (6 bi-weekly pay periods). The start and end dates are flexible to accommodate the participant's academic schedule.

**Salary and benefits:** Starting GS equivalent 07/01 – 07/10 for 12 weeks of full-time work (40 hours/week). For the duration of the internship, participants will receive full federal government benefits, including mass transit benefits. The Federal general schedule pay table can be found at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2023/general-schedule>.

**Below are some examples of projects you will undertake:**

1. Participate in and support planning, design, creation and publication/execution of print, social and video products in support of NIGC communications strategies. Examples:
  - a. Write news and feature stories for NIGC
  - b. Produce community impact (human interest) stories for Vital Voices series
  - c. Research and draft press releases, media advisories, and media pitches
2. Assist with planning and coordinating tradeshow and conferences attendance
3. Research, coordinate, and create prep packets to support Commission travel and/or media engagements

4. Research information for responses to inquiries from the media and the general public
5. Assist with NIGC website (NIGC.gov) and Intranet (SharePoint) maintenance and content updates (508 compliance review, HTML/PDF conversion, content review/revision, data currency)
6. Assist with developing social media calendar and drafting content for social channel posts.
7. Collect metrics and assists with initial analysis and recommendations for improving communications to better reach audiences and stakeholders.
8. Assist with and participate in legislative and intergovernmental affairs projects and outreach events
9. Assist with daily office operations, including document updating and proofing, data entry and records management tasks.

#### **About NIGC:**

The National Indian Gaming Commission's mission is to support tribal self-sufficiency and the integrity of Indian gaming through effective regulation.

Specifically, NIGC regulates tribal gaming activities on sovereign land to help tribes fully realize the Indian Gaming Regulatory Act's (IGRA) goals: (1) promoting tribal economic development, self-sufficiency, and strong tribal governments; (2) maintaining the integrity of the Indian gaming industry; and (3) ensuring that tribes are the primary beneficiaries of their gaming activities.

Together with tribes and states, NIGC regulates more than 510 gaming establishments operated by 248 tribes across 29 states. To learn more, visit [www.nigc.gov](http://www.nigc.gov) and follow us on [Facebook](#) and [Twitter](#).

#### **How to Apply:**

Not later than May 5, 2023, submit a copy of your resume or CV, plus your answers to the questions included on page 3 by email to [mary.parker@nigc.gov](mailto:mary.parker@nigc.gov). Please submit all documents in the .pdf format. NIGC plans to notify the selected candidate by mid May. Note: all applicants are required to pass a background check to begin the program.

#### **Contacts:**

For questions, please reach out to Justin Platt, Chief of Public Affairs, (202) 641-1798 or [Stephen.platt@nigc.gov](mailto:Stephen.platt@nigc.gov)

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**Application Questions**

(Please do not exceed 1 page per question)

1. Describe how this internship will further your academic program goals.
2. How does an internship with the National Indian Gaming Commission align with your future career path?
3. Elaborate on why you are the best fit for this position academically, professionally and personally.