

National Indian Gaming Commission (NIGC) – Division of Public Affairs

- **Public Affairs Specialist – Paid Internship**
- **Training Instructional Design Specialist – Paid Internship**

Are you looking to place a winning bet on your future as a public relations or instructional design professional? Come join the Division of Public Affairs team at the National Indian Gaming Commission (NIGC) – an independent federal regulatory Agency within the Department of Interior (DOI).

These internship positions will help you build your professional skills and industry experience in the fast-paced world of federal government public affairs and instructional design. Specifically, you will work to support NIGC's media relations, public engagement, legislative and intergovernmental affairs, and training programs. Guided by experts from the Division of Public Affairs, you will assist with reviewing, creating, and updating the Agency's internal and external information sharing activities– including working with website content and social media campaigns. Working with the Agency's training program, you can expect to work on internal (employee) and external (Tribal stakeholder) training projects to include instructional development, in-person and virtual event planning and execution, and training management functions.

If not located in Washington, D.C., the participant(s) 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 Oklahoma regional offices in Oklahoma City or Tulsa. 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 housing/cost of living stipend.

Dates: May - September 2024. 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/2024/general-schedule>.

Below are some examples of projects you will undertake:

Public Affairs Specialist Internship

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 conference 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 assist with initial analysis and recommendations for improving communications to 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.

Training Instructional Design Specialist Internship

1. Participate in and support the planning, design, development, and implementation of training assets, including the creation and execution of graphics, and the creation and revision of training asset deliverables using a wide variety of software applications and tools to support the NIGC Training Program (e.g., Microsoft Office and Adobe Creative Cloud, PowerPoint).
Examples:
 - a. Meet with subject matter experts to create content.
 - b. Produce graphic content to correspond with upcoming training events.
 - c. Research and draft content.
2. Assist with planning and coordinating training events, virtually and in-person.
3. Assist with developing training calendar and managing attendance reports.
4. Collect metrics and assist with initial analysis and recommendations to improve communications, training, and learning and development that impact our audiences and stakeholders.
5. Assist with daily office operations, including document updating and proofing, data entry and records management tasks.
6. Work closely with Instructional Design Specialists and assist in various stages of project lifecycles.
7. Work with the NIGC staff and Executive Leadership with communications and training.

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 500 gaming establishments operated by nearly 250 tribes across 29 states. To learn more, visit www.nigc.gov and follow us on [Facebook](#), [LinkedIn](#) and [Twitter](#).

How to Apply:

No later than February 15, 2024, submit a copy of your resume or CV, plus your answers to the questions included on page 3 to Mary Parker by email at mary.parker@nigc.gov. Candidates must note on the first page of their application to which internship (Public Affairs or Training Instructional Design Specialist) they are applying. Please submit all documents in PDF format. NIGC plans to notify selected candidates by February 25. **Note: All applicants are required to pass a background check to begin the program.**

Contacts:

For questions about the public affairs internship position, please reach out to Mary Parker, NIGC Public Affairs Manager, at (202) 336-3470 or by email mary.parker@nigc.gov. For questions about the instructional design internship position, please reach out to Steve Brewer, NIGC Training Manager, at (971) 219-4028 or by email steven.brewer@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.