

# NUNA INTERNSHIP

Summer 2021 | Applications due May 20



## INTERNSHIP DESCRIPTION

NUNA is currently seeking highly motivated individuals for our Summer 2021 Virtual Internship who are interested in getting hands-on experience in communications, media advocacy and campaign strategy for Indigenous communities. In this part-time role, you will be exposed to a wide range of public affairs strategies, while doing work that has a significant impact on the communities we serve. You'll apply critical thinking and strategy, writing and analytical skills, organizational skills, and work with other NUNA team members in forming culturally appropriate solutions for our client base. This internship is paid on an hourly basis (approximately 20-25 hours per week) and will last from June 7 to August 30, 2021.

## PRIMARY RESPONSIBILITIES

- Attend weekly virtual meetings  
Via Zoom
- Collect and analyze data, conduct research
- Brainstorm and strategize with and without a team
- Draft materials (i.e. written reports, spreadsheets, emails)
- Report to and work with CEO, Project Leads, and other NUNA team members

## QUALIFICATIONS & REQUIREMENTS

- Currently seeking a degree in journalism, public relations, public affairs, communications, community development, or related field
- Knowledge or interest in Indigenous Public Affairs and/or empowering Native communities preferred
- Self-motivated, with a high level of initiative and ability to operate effectively with a team
- Excellent writing & research skills
- Strong project management and organizational skills
- Willingness to engage (virtually) in a team environment
- Commitment to diversity, equality, and inclusion and growth in this area
- Regular access to a computer, Internet, and Zoom
- Proficient with Microsoft Excel, Word, PowerPoint Google Docs, Sheets, Drive, Slides

## HOW TO APPLY

Email resume and cover letter to  
[internship@nunaconsultgroup.com](mailto:internship@nunaconsultgroup.com)

## ABOUT NUNA

Founded in 2015, NUNA Consulting Group, LLC is a minority, woman-owned small business headquartered in Los Angeles, California specializing in public affairs driven by quantifiable communications strategy. Over the last five years, NUNA has prioritized serving Indigenous communities through public affairs and strategic communications and recruiting American Indian, Alaska Native, and Indigenous communicators as part of our growing team led by an all-female leadership team. As we move into the next growth phase of NUNA, we are carrying our same intention forward to provide communications solutions and strategies based on the values of the community that helped to raise us. NUNA is proud to create culturally appropriate solutions for our client base – the NUNA Family – who are comprised of state agencies, national and regional non-profit organizations, governments, and community-owned businesses.