



# NATIONAL CONGRESS OF AMERICAN INDIANS

Dear Friend,

Thank you for your interest in NCAI's Intern and Fellowship programs. Internships are available for summer or semester periods to students enrolled in institutions of higher learning. Fellowships are for a one year period, for students who have completed their undergraduate degrees and wish to gain work experience. Legal Fellowships are available to candidates who have completed law school. Fellows receive a subsistence stipend to cover their living expenses over the course of the one year period they serve, as well as coverage under NCAI's health insurance plan. Semester and summer internships are unpaid, but NCAI encourages interns to work with their tribes or local organizations to sponsor their housing or other costs, and NCAI will be glad to provide information to your school or tribe to assist in securing credit or financial support if you are selected as an intern.

Each intern or fellow will be considered full-time members of the NCAI staff for the duration of their appointment. Specific duties for each intern or fellow will vary, depending on the nature of the legislative issues being addressed, the experience each brings to the position, and their individual working style. Responsibilities will include legislative, administrative, and grassroots outreach elements, including the following:

**Advocacy** - Attending and reporting on committee hearings and meetings of coalitions and interest groups on topics related to NCAI priorities; tracking legislation of concern to tribal nations; communicating with congressional offices under the direction of NCAI Governmental Affairs staff; responding to general information inquiries as requested; participating in staff meetings and discussions; preparing legislative updates; and performing additional duties as assigned to support NCAI's work.

**Research** - Studying background material, monitoring current developments in assigned areas; reading and reporting on government documents, committee reports, non-governmental organizations' materials, and relevant articles; maintaining current issue files; and Internet and occasional library research.

**Writing** - Preparing drafts of articles for print and electronic publications and other background documents in the assigned areas of work; generating legislative updates and issue analysis; and constituent correspondence as needed.

To apply, please send a completed application form (attached to this letter or available on the NCAI website at [www.ncai.org](http://www.ncai.org)) to NCAI, Attn: Internships/Fellowships, 1301 Connecticut Ave NW, Washington DC 20012, or submit electronically to [cherie\\_ike@ncai.org](mailto:cherie_ike@ncai.org). Please contact NCAI staff member Cherie Ike at the above e-mail if you have additional questions. We look forward to reviewing your application and learning more about you!

Sincerely,

Jacqueline Johnson  
NCAI Executive Director

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