Akiptan Internship Position Description

Report to: Executive Director
Hours: 320 hours - May 2024 through August 31, 2024
Classification: Seasonal
Salary: $15.00 per hour
Focus age group: 16-18 years of age
Location: Eagle Butte, SD is preferred with remote consideration for the right candidate

Internship Job Summary

The internship will provide valuable skills while working within the Native Agriculture Community Development Financial Institution Industry. Akiptan’s mission is to transform Native agriculture and food economies by delivering creative capital, leading paradigm changes, and enhancing producer prosperity across Indian Country. Daily activities may include but are not limited to the following areas: financial literacy sessions, assisting with the marketing outreach, internal data entry, and working on special projects with the team.

Duties and Responsibilities

May include but are not limited to: marketing of programs, analytic reports, content creation, webinar support and research project, customer service, data input and special data projects. Financial Literacy Sessions may include, but are not limited to: resume building, accessing credit, cash flow sheets, balance sheet, budgeting, employment taxes, understanding FICA, social security, deductibles, creating a business plan and review of youth financial literacy curriculum.

Minimum Qualifications

1. An interest in working within the Native Agriculture CFDI Industry
2. Between the ages of 16-18 years old
3. Familiarity with technology and a willingness to learn new software.
4. Ability to communicate effectively, use initiative and have the ability to manage tasks independently as needed.

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WWW.AKIPTAN.ORG
The ideal candidate for this internship will be a self starter, creative and hard working individual.

To apply, please complete the required application here: 
https://akiptanintakeform.formstack.com/forms/2023_summer_youth_internship_application, along with the required resume by May 15, 2024 at 4:00 pm MST. Incomplete applications will not be considered. Please contact Skya Ducheneaux at skya@akiptan.org with any questions.