



Digital Media & Community Engagement Intern

Department: Digital Media & Community Engagement Intern

Reports To: Intergovernmental Affairs Director

FLSA Status: Non-Exempt

Location: Remote, within the state of Alaska

Employment Status: Part-time (average of 10 hours per week; through May 2027)

Work Schedule: TBD

Salary Grade: \$20/hr

POSITION SUMMARY

The Digital Media & Community Engagement Intern supports the Chilkat Forever campaign through digital storytelling, social media engagement, and community-based content collection. The intern creates and shares engaging content across multiple platforms and helps provide meaningful opportunities for community members to contribute stories, photos, videos, and other media that advance campaign goals.

This internship is well suited for a creative, organized individual interested in communications, marketing, community engagement, digital media, or nonprofit work. The position offers hands-on experience in digital communications, social media management, campaign storytelling, and culturally responsive community engagement.

Preference for this internship will be provided in accordance with Chilkat Indian Village (Klukwan) policy and applicable law.

ESSENTIAL DUTIES

1. Create, edit, schedule, and publish content for social media platforms, including Facebook, Instagram, LinkedIn, YouTube, and other platforms as appropriate.
2. Develop graphics, short videos, photographs, written stories, and other digital content that aligns with campaign messaging and goals.
3. Help maintain an active, consistent, and engaging social media presence for the Chilkat Forever campaign.
4. Monitor social media activity and respond to comments or inquiries as directed.
5. Help develop and maintain a process for community members to submit stories, photos, videos, and other campaign-related content.
6. Coordinate with campaign staff and community members to gather content, identify storytelling opportunities, and promote campaign milestones and events.
7. Develop and maintain a content calendar that identifies planned content, release dates, and platforms.
8. Organize and maintain digital media files and other campaign assets.
9. Track content performance and share observations or recommendations to improve engagement and reach.
10. Ensure content reflects organizational values, branding standards, cultural considerations, and community protocols.

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11. Maintain confidentiality and appropriately protect sensitive, confidential, culturally significant, or restricted information.
12. Demonstrate respect for Tribal sovereignty, government, culture, values, and community protocols.
13. Attend required meetings, training, and professional development activities.
14. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

KNOWLEDGE, SKILLS, AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

Education Required: High school diploma or equivalent

Experience Required:

- Familiarity with major social media platforms.
- Interest in digital media, storytelling, communications, or community engagement.

Preferred Qualifications:

- Coursework or training in communications, marketing, digital media, graphic design, or a related field.
- Experience creating digital or social media content.
- Experience with Canva, Adobe Creative Suite, photography, videography, or similar creative tools.
- Familiarity with Indigenous, Tribal, nonprofit, environmental, or community-based initiatives.

A combination of education and experience may be considered as a substitute for a degree requirement.

POSITION REQUIREMENTS

- Familiarity with major social media platforms, including Instagram, Facebook, LinkedIn, and YouTube.
- Basic knowledge of social media practices, trends, and digital communication strategies.
- Ability to create engaging graphics, photographs, videos, and written content.
- Basic proficiency with digital media and content creation tools.
- Strong written and verbal communication skills.
- Ability to communicate respectfully and effectively with diverse audiences.
- Strong organizational skills and attention to detail.
- Ability to work independently, manage assigned tasks, and meet deadlines with appropriate guidance.
- Creativity and enthusiasm for storytelling and community engagement.
- Ability to collaborate effectively and remain accountable for assigned projects.
- Ability to appropriately protect confidential, sensitive, and culturally significant information.
- Respect for Tribal sovereignty, culture, values, and community protocols.



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COMPUTER KNOWLEDGE AND SKILLS

- Working knowledge of Microsoft Office applications and common online collaboration tools.
- Ability to learn and use social media scheduling, analytics, and content management tools.

POSITION EXPECTATIONS

- Ethical - Demonstrate conduct conforming to the highest-level set of values and accepted standards.
- Honest / Acts with Integrity - Be truthful, credible with coworkers, youth, as well as with the public.
- Active Listener - Actively attend to, convey, and understand the comments and questions of others.
- Accountable - Accept responsibility and account for their actions.
- Confidential - Ability to maintain the upmost confidential information.
- Good Communicator – Communicate effectively with others orally and in writing.
- Detail Oriented – Ability to pay attention to the minute details of a given project or task.
- Respect Diversity – Work effectively with people regardless of their age, gender, race, ethnicity, religion, or job.
- Empathetic – Appreciate and be sensitive to the feelings of others.
- Interpersonal – Get along well with a variety of personalities and individuals.
- Organized – Possessing the trait of being organized or following a systematic method of performing a task.
- Reliable – Be dependable and trustworthy.
- Leader – Within the Influence of the position, ensure others perform their jobs effectively and be responsible for making decisions.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work regularly involves communicating with others; reviewing written and electronic materials; and using a computer, telephone, and standard office equipment for extended periods.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Work is generally performed in a remote or office setting. The role may occasionally require travel or participation in community events, meetings, or content-gathering activities.

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OTHER REQUIREMENTS

- Ability to travel as required.
- Reliable internet connectivity and a workspace suitable for performing assigned duties while working remotely.
- Ability to comply with organizational policies, content approval processes, and applicable confidentiality requirements.

REASONABLE ACCOMMODATION STATEMENT

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

DISCLAIMER

Chilkat Indian Village (Klukwan) has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and Chilkat Indian Village (Klukwan) reserves the right to change this job description and/or assign tasks for the employee to perform, as deemed appropriate. Your signature below signifies that you understand the duties, expectations, and contents of this job description.

TRIBAL PREFERENCE

In accordance with Chilkat Indian Village (Klukwan) policy and applicable federal law, preference in hiring will be given to qualified members of the Chilkat Indian Village (Klukwan).