

ANR Group Inc Tribal Nations Support Internship

ANR Group Inc is recruiting students currently enrolled in **Native American Studies, Anthropology, CRM, Museums, Information/ Library Science, History, or Ethnobotany** for summer internship opportunities with Hanford Mission Integration Solutions on the Hanford site in **Richland, WA**.

This internship is open to students with any class standing that can be available for a 12-to-14-week internship. This position is a full-time, 40 hour per week internship. The schedule is Monday- Thursday, 6 a.m. to 4:30 p.m. The hourly rate for this position is \$22.76 per hour for Graduating High School Seniors/Freshman/Sophomores, \$23.72 per hour for Juniors, and \$26.03 per hour for Seniors/recent college graduates.

Duties:

HMIS is seeking an intern to support the Tribal Nations program at the Hanford Site. The primary focus of the internship is to assist HMIS in supporting Department of Energy (DOE) consultation and engagement with Native American Tribes at the Hanford Site. The internship will assist with activities related to Sections 106 and 110 of the National Historic Preservation Act, manage and maintain collections in accordance with 36 CFR 79.

The intern will work under immediate supervision of program mentors and receive general instructions on sequencing and planning of work for routine, sometimes repetitive tasks controlled by procedures. Instructions for unusual assignments are given on a task basis. Routine work is spot-checked, and other work is inspected by a supervisor. Any specialized training tasks are performed under close supervision and guidance.

Scope of Work:

1. Tribal Engagement:

- Assist in preparing for meetings or site visits with Native American Tribes.
- Research past issues and support information requests to facilitate visits or meetings.

2. Files Management:

- Digitize project and site archives.
- Organize, create, and maintain digital files.

3. Fieldwork Assistance:

- Interns will work under the immediate supervision of program mentors. Support CHRP fieldwork activities if needed, including surveys, site testing, site evaluation, data recovery, and cultural resource monitoring as required.

4. Environmental Program Support:

- Assist with other tasks within the HMIS Environmental Program as needed.

5. Work Environment:

- Foster a work environment based on openness, trust, communication, teamwork, empowerment, innovation, and satisfaction.
- Conduct work ensuring the protection of employees, the public, and the environment.
- Integrate safety into all work practices, addressing potential hazards.

Please apply at www.anrinterns.com and email a resume and unofficial transcripts to hr@anrinterns.com

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Basic Qualifications:

- **US Citizenship**
- **Maintain a 2.5 GPA**
- **Must be 18 years of age or older at the time of the internship.**
- **Completed at least two quarters/semesters of college education prior to the internship.**
- **Enrolled as a full-time student (12+ credit hours) during the two quarters/semesters immediately preceding the start of the internship.**
- The position requires the ability to perform repetitive and manual work with close attention to detail.
- Must possess an active **Washington State driver's license**.
- Some roles may require **walking/hiking across country over uneven terrain several miles a day in potentially adverse weather conditions**.
- Requires excellent written, oral, listening, and presentation skills.
- Must be able to perform multiple job tasks simultaneously to effectively manage assignments and support initiatives on schedule.
- Requires mid-level experience in a variety of computer programs such as: Word, E-mail program (Outlook), Excel, PowerPoint, and databases.
- Requires ability to identify issues, collect data, establish facts, draw conclusions, and make decisions within the boundaries of established procedures.

Desired Qualifications:

- Proactive, energetic, eager learner, capable of handling a variety of multi-disciplinary tasks.

To apply, complete the online application at <https://www.anrinterns.com>. Then, please email a resume and a copy of your unofficial transcripts to hr@anrinterns.com.

Contact Ryleigh Laws, Internship Program Coordinator, 509-946-1725 or hr@anrinterns.com for more information.

ANR Group Inc and its clients are equal opportunity employers.

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