



Community Relations Intern (3)

Department: Communications
Supervisor: Director of Community Relations & Marketing
Status: Temporary
Classification: Non-Exempt
Prepared by: Director of Community Relations & Marketing

Mission

The mission of Maḥpíya Lúta | Red Cloud, a Catholic institution administered by the Jesuits and the Lakota people, is to develop and grow as a vibrant Church, through an education of the mind and spirit that promotes the values of the Lakota Culture. RCIS is a multi-faceted organization that includes two elementary schools, a high school, the Heritage Center Museum, and six Catholic parishes on Pine Ridge Indian Reservation in South Dakota. By integrating Lakota culture with spiritual beliefs and practices from the Lakota and Catholic traditions, RCIS aims to educate the hearts and minds of its students, creating leaders of tomorrow with competence, conscience, and compassion."

Position Summary

Maḥpíya Lúta | Red Cloud is seeking to fill the summer position of Community Relations Intern. The Intern welcomes individuals and groups to campus with an organized tour providing cultural and historical information with contemporary heritage interpretation. The intern further supports the Community Relations Office with stewardship phone calls to benefactors and office activities.

This position will report directly to the Director of Community Relations & Marketing and work closely with the Social Media and Marketing Coordinator, Vice President of Communications and Marketing, and other Interns. The position requires 30 hours each week following Maḥpíya Lúta's FY23 Payroll Schedule: 9:30a - 5:00p, Monday through Thursday, beginning on June 5, 2023. There may be occasional tours on Fridays or Mondays outside of the payroll schedule by appointment only.

Primary Responsibilities

- Greet visitors upon arrival.
- Lead campus tours with donors and visitors of the institution, engaging in proper follow-up.
- Give an energetic campus tour of the RCIS presentation.
- Actively engage guests by providing useful and interesting information in a narrative format while answering questions.
- Act as an educator, providing unique facts and insights about our school and community.
- Develop familiarity with RCIS and the Pine Ridge Indian Reservation history, successes, and relationships.
- Call RCIS partners and benefactors to thank them for their support.
- Perform administrative tasks rapidly and precisely in support of the Director and other Advancement staff or institutional staff as assigned.
- Perform Self-Education tour project and podcast episode.
- Perform data entry with attention to detail and consistency.

- Perform miscellaneous job-related duties as assigned.
- Learn Lakota Self-Introductions, Lakota language tutorial classes will be provided.

Required Qualifications and Experience

- Friendly, polite, and outgoing with strong communication skills and public speaking experience.
- Ability to communicate effectively, work with multiple culturally diverse visitors.
- Assume responsibility for the safety and well-being of the group and campus.
- High level of maturity with a commitment to presenting quality educational information.
- Have an understanding of Maḥpíya Lúta | Red Cloud's mission and philosophy in order to educate interested individuals and groups about the institution.
- General knowledge of the Pine Ridge Indian Reservation.
- Familiarity with the internet, computers, and computer software systems.
- Ability to serve as an effective spokesperson for the organization with visitors and groups; initiate and build conversations and interest about Maḥpíya Lúta | Red Cloud.
- Flexible and interested in learning.
- 18 years or older.

Desired Qualifications

- Working knowledge of Google Drive and the Macintosh platform.
- Demonstrated leadership, self-initiative, and good time management skills.
- Self-motivated with the ability to work both independently and within a team setting.
- Desire to work in a professional office environment.

Physical Requirements

- Ability to sit at a desk and use a personal computer, telephone, or other desktop office equipment 25% of the work time.
- Walking and standing for extended periods of time in varying weather conditions 65% of the work time.
- Bending at the waist and lifting less than 5 lbs. 5% of the work time.
- Bending at the waist and lifting 6-15 lbs. 5% of the work time.

To Apply

Send completed application and resume to

Brenda Bad Heart Bull, Executive Director of Human Resources

Mahpiya Luta/Red Cloud

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