

# Arctic Council Indigenous Peoples' Secretariat Internship

## Organization overview

The mandate of the Arctic Council Indigenous Peoples' Secretariat (IPS) is to support the full consultation and active participation of six Indigenous organizations – called Permanent Participants – in the work of the Arctic Council. The Arctic Council is the world's leading intergovernmental forum on issues of environmental protection and sustainable development in the Arctic. Therefore, IPS provides Permanent Participants with necessary information, coordinates logistics for their participation in Arctic projects and meetings, conducts capacity-building initiatives, provides Permanent Participants opportunities to cooperate with each other and other relevant bodies, and communicates information about the Arctic Council to Indigenous Peoples.

IPS's two permanent staff are co-located with the Arctic Council Secretariat (ACS) at the Fram Centre in Tromsø, Norway. Tromsø and the Fram Centre in particular are hubs for Arctic science, policy, and related fields.

## Internship program summary

The goal of the IPS internship is to build capacity in Arctic youth to contribute to the Arctic Council, Indigenous institutions, and international fora. IPS's fast-paced working environment will provide ample opportunity for the intern's professional and personal development. By the end of the internship, interns are expected to have gained:

- Broadened understanding of Arctic Indigenous Peoples, their issues, concerns and knowledge
- Familiarity with the Arctic Council's role in regional and global processes, international affairs and environmental policy
- Valuable experience living in a foreign country
- Refined writing skills and improved professional capacity

The internship lasts for four months up to one year, depending on funding and the intern's availability. IPS interns work five days per week (40 hours) alongside the IPS and ACS staff members in Tromsø, Norway. IPS endeavours to engage with local partners and would support the intern's actions to enroll in classes at University of the Arctic in Tromsø or carry out joint activities with the Barents Euro-Arctic Council, Association of World Reindeer Herders, or other organizations.

## Essential functions/Roles and responsibilities

Interns are integral members of the IPS team and actively involved in Arctic Council activities. IPS interns are expected to:

- Become familiar with the history of the Arctic Council, its current work, and the role of the Permanent Participants through self-directed research

- Attend Arctic Council and related Arctic meetings as resources permit
- Assist in drafting and preparing official documents
- Develop communications materials such as social media posts, emails, and website features
- Research various topics and compile reports as required by IPS staff
- Assist staff in organizing board meetings, workshops and other events (e.g. take notes, compile speakers list, organize travel arrangements, etc.)
- Translate speeches, papers, letters and other documents into languages known by the candidate, if applicable
- Provide administrative support to IPS

## Position qualifications

The IPS intern should fit the following criteria:

- Fluency in spoken and written English is required; knowledge in Russian or an Arctic Indigenous language is preferred
- Knowledge of and experience with Arctic Indigenous Peoples is required
- Proficiency in standard computer functions and software applications is required
- Some experience conducting research and writing reports is preferred
- Enrollment in or recent graduation from a university program is required