

# The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION  
PHONE (208) 478-3700  
FAX # (208) 237-0797



FORT HALL BUSINESS COUNCIL  
P.O. BOX 306  
FORT HALL, IDAHO 83203

February 16, 2024

Shoshone-Bannock Tribes  
PO Box 306, Pima Dr.  
Fort Hall, Idaho 83203  
Jessica James  
(208) 478-3851 or (208) 530-9403

Dear Future Fort Hall Business Council (FHBC) Intern Applicant,

We appreciate your interest in the FHBC intern position with the Shoshone-Bannock Tribes this summer. We are seeking a dynamic and enthusiastic individual to join our internship program and contribute to our commitment to the Tribes' governmental priorities, and community initiatives within our Tribal values.

As a FHBC intern under the Business Council, you will have the opportunity to work closely with our tribal leaders, gaining valuable insights into the Tribes' legislative process, Tribal governance, and actively participating in various projects. We are looking for a candidate who possesses:

## **Educational Background:**

- Currently enrolled in a higher/graduate education program.
- *Preferred* higher/graduate education in a related field.

## **Analytical and Research Skills:**

- Good to strong research and analytical skills to gather and synthesize information.
- *Preferred* ability to analyze legislative proposals and provide well-reasoned recommendations.
- Must exhibit excellent drafting and writing skills. This position will require you to help draft code/regulations.

## **Communication Skills:**

- Good to excellent written and verbal communication skills.
- *Preferred* ability to prepare clear and concise reports, briefs, and other communication materials.

**Teamwork and Collaboration:**

- Demonstrate ability to work effectively in a team environment.
- *Preferred* willingness to collaborate with colleagues on legislative projects such as Tribal ordinances, codes, resolutions, and moving needs of the Tribes forward.

**Passion for Public Service:**

- Genuine interest in public policy, governmental affairs, and community service.
- *Preferred* understanding of the importance of civic engagement and the legislative process of the FHBC.

In closing, if you are a highly motivated and dedicated individual who meets the criteria outlined above, we encourage you to submit your application for the FHBC intern position. Please include your resume, a cover letter that addresses the above criteria we are looking for, and any relevant academic or professional experience, and one to three references.

Thank you for considering this position with Shoshone-Bannock Tribes. We look forward to reviewing your application and potentially welcoming you to the organization.

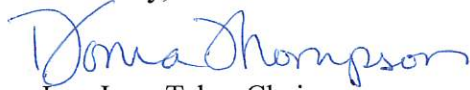
Send all application materials to Jessica James, 477 Education Manager.

Email: [jjames@sbtribes.com](mailto:jjames@sbtribes.com)

Subject: Application for 2024 FHBC Intern Position

Application Deadline: April 1, 2024

Sincerely,



Lee Juan Tyler, Chairman  
Fort Hall Business Council

c: file/chron.  
Jessica James, EET TANF/Education