



**Northwest Youth Corps OR
Individual Placement
National Park Service
Lewis and Clark National Historical Park
Astoria, Oregon – 12 weeks**

Position Title: Lewis and Clark National Historical Park – Cultural Resources Internship

Position Summary:

The National Park Service is recruiting one intern to provide cultural resources support at Lewis and Clark National Historical Park. The intern will serve between June 2025 to September 2025 (480 hours, 12 weeks). Starting date is negotiable to accommodate student schedules. The intern will serve with the park's Resource Management Division and assist with cultural resource management tasks, including museum collections management and archeological data management.

The internship will provide skills and practical experience in the management and preservation of cultural resources through hands-on learning opportunities. The intern will focus on curation of museum objects and archival collections and creation of archaeological documentation. The internship will also focus on career-building and professional development skills. This will include resume writing, overview of park operations, leadership training, and project management skills.

About Northwest Youth Corps (NYC):

Northwest Youth Corps was created in 1984 to offer teenagers and young adults an education-based, work experience modeled after the historic Civilian Conservation Corps of the 1930's. Today, we serve over 1,000 youth and young adults each year across a four-state region who restore critical habitat, build trails, lead volunteers, and educate youth and young adults to learn, grow and experience success.

Duties and Responsibilities:

- General Collections Management (75%)
 - These activities will include all aspects of collections processing from accessioning, cataloging, entry of item records in the collection management database, to proper long-term storage and curation of items.
- Annual Museum Reporting (10%)

- The intern will assist museum collections staff in the completion of the museum inventory for Lewis and Clark National Historical Park and annual museum reporting.
- Updating site forms **(10%)**
 - The intern will assist archeological staff in the creation or updating of archaeological site forms for documented sites within Lewis and Clark National Historical Park.
- Administrative and other tasks **(5%)**
 - Duties may include formal training in general safety, policies, and exposure to job opportunities within the National Park Service. Duties will include creating a report about the work completed during the summer at the conclusion of the internship.

Required Qualifications:

- Ages 18-30 (up to 35 for veterans)
- Current driver's license, clean driving record, and transportation to/from work
- U.S. Citizen or lawful, permanent resident
- Must pass a background/driver check
- Must have a high school diploma or GED
- Ability to lift and carry up to 30lbs
- Good written and verbal communication skills
- Strong organizational skills, attention to detail and research skills
- Willingness to work independently and in a team environment
- A positive attitude and willingness to learn

Desired Qualifications:

- Knowledge of Northwest coast and Columbia River history and prehistory
- College-level coursework in history, archaeology, anthropology, museum studies, historic preservation or related field
- Experience in database entry, photography, and other computer skills
- Knowledge of archaeological methods and site recording standards

Duty Location:

The intern will be based out of the Fort Clatsop unit Lewis and Clark National Historical Park near Astoria, OR. Work is primarily indoors in collection storage and office spaces.

Lewis and Clark National Historical Park is located at the mouth of the Columbia River with units in both Oregon and Washington. The park commemorates the western end of the Lewis and Clark Trail and the lands and peoples the Corps encountered in the area. The Fort Clatsop unit of the park, which houses the administrative and core visitor facilities, is located within a temperate rainforest. While rain is infrequent in the summer months, coastal fog and cloud cover is

common. Daytime temperatures from June to September are generally in the high 60s and rarely exceed the low 80s Fahrenheit. There is no public transportation to the park from the surrounding communities.

Terms of Employment:

One intern will complete a term of service (length dependent on commitment of hours), starting June 2025 through September 2025 for a total of 12 Weeks. The intern will average 40 hours of labor per week, minus holidays. Interns are responsible for providing their own personal transportation, housing, and food.

Program Benefits:

Interns will earn \$7,200 living allowance dispersed on a monthly basis throughout the 12 weeks. The living allowance is taxable.

Application Instructions

Application Deadline: Open Until Filled

Interviews: Will occur as qualified applications are received.

Type of position: Individual Placement

Service Dates: June 2025 to September 2025

Length of Term: 12 Weeks (minimum of 480 Hours)

How to apply:

Please submit a **cover letter, resume, and contact information for three professional references** and completely fill out the application form found at

https://nwyouthcorps.workbrightats.com/jobsearch/?job_board_classification=Internships

Please select “Lewis and Clark National Historical Park – Cultural Resources Internship” when applying.

Additional Information

If you have questions about the position, please reach Northwest Youth Corps Internship Program Coordinator Molly Babcock at mollyb@nwyouthcorps.org, 541-521-3139 or Lewis and Clark National Historical Park Cultural Resource Specialist, Rachel Stokeld at rachel_stokeld@nps.gov or 503-861-4440.

All job offers are contingent upon the completion of a satisfactory background check (criminal history and driving history).