



Administrative Intern

GOAL: To provide employment opportunities for residents receiving the APICDA Emil Berikoff Sr. Memorial Scholarships. Internships are available among the APICDA family, subsidiaries or partnerships, with salaries and other costs borne in whole or part by APICDA. Participants must maintain acceptable performance evaluations and remain in good standing under the Emil Berikoff Sr. Memorial Scholarship Program in order to continue in the Internship Program. An internship introduces students to practical hands-on experience that may lead to a full-time permanent position with APICDA or its subsidiaries. One of APICDA's primary goals is to provide and promote employment and educational opportunities for local residents in all aspects of the fishing industry.

Position Summary: This position will assist three departments: Media, Tourism, and Safety

Essential Duties and Responsibilities:

Media Specific Tasks:

- Photo editing and cataloging.
- Write articles for the *Inside APICDA* employee newsletter and the *Aleutian Wave* newsletter.
- Create a set of interviews to be used for future publications.
- Plan social media posts (Instagram, Facebook, etc.).
- Social Media research
- Aleut research

Tourism Job Specific Tasks:

- Package and prepare items for shipment.
- Communicate with site managers for items needed and ship to sites.
- Client customer service calls and assisting with logistics, ferry, airline etc.
- Assist with Tourism special projects as needed.

Safety Job Specific Tasks:

- Develop knowledge of OSHA, DOT, and EPA
- Assist with conducting Job Hazard Analyses (JHA) and preparing personal protective equipment (PPE) certifications
- Accompany inspectors during visits.
- Learn how to use equipment and instruct others on use.
- Create files and proper documentation for accidents and training for employees.
- Implement follow-up actions to comply with state and federal regulations.

Physical Demands:

- This position requires the physical ability to work outdoors when necessary. Requires stair climbing. Periodic lifting and carrying less than 50 pounds.

Compensation: \$15.00 per hour

Please visit www.apicda.com for an internship application. Applications should be submitted to: education@apicda.com. Thank you. APICDA is an EEO employer.