



Aleutian Pribilof Island Community Development Association (APICDA)

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Operations-Programs Intern

GOAL: To provide employment opportunities for APICDA residents. Internships are available among the APICDA family, subsidiaries or partnerships, with salaries and other costs borne in whole or part by APICDA. Participants receiving the Emil Berikoff Sr. Memorial Scholarship must maintain acceptable performance evaluations and remain in good standing under the Emil Berikoff Sr. Memorial Scholarship Program 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 APICDA residents.

Position Summary: This position will assist the Safety, Operations, and Programs departments.

Location: APICDA Anchorage Office

Dates: June 2019 – August 2019

Essential Duties and Responsibilities:

Safety

- Develop knowledge of OSHA, DOT, and EPA
- Create files and proper documentation for accidents and employee training
- Implement follow-up actions to comply with state and federal regulations
- Other duties as assigned

Operations

- Source parts
- Pack and ship parts
- Obtain licenses and certifications for boat crew
- Other duties as assigned

Quota

- Assist with completing, filing, and issuing permits for fishermen
- Compile fish tickets to track quota as it is harvested
- Other duties as assigned

Programs

- Assist with project planning, management, and implementation
- Data entry and expense tracking

Physical Demands: While performing the duties of this job, the Operations-Programs intern is required to work in an office setting and assist with special projects. There is periodic lifting and carrying of up to 50 pounds or less. Candidate must be 18 years of age or older.

Compensation: \$15.00 per hour, up to 40 hours per week. This is a **full-time** position.

Please visit www.apicda.com/programs/internships/ for an internship application. Applications should be submitted to education@apicda.com. APICDA is an EEO employer.

Other Essentials: Must have a valid driver's license in the State of Alaska, a clean driver's record and proof of current vehicle insurance. Must have familiarity with Microsoft suite.