



Aleutian Pribilof Island Community Development Association (APICDA)

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Administrative 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 Media and Tourism departments

Location: APICDA Anchorage Office

Dates: May 2019 – August 2019

Essential Duties and Responsibilities:

Media Specific Tasks:

- Photo editing and cataloging.
- Newsletter and website content creation.
- Maintain and update media lists.
- Edit content of publications.
- Assist with special events.
- Plan social media posts / survey posts of stakeholders.
- Attend occasional meetings.
- General office duties.
- Other duties as assigned.

Tourism Job Specific Tasks:

- Shop, purchase, and/or pick up preordered parts, materials, and groceries for remote locations.
- Package and prepare items for shipment.
- Deliver items to airline cargo and coordinate shipping and delivery.
- Communicate with site managers for items needed and ship to sites.
- Assist with client customer service calls, logistics, ferry, airline, etc.
- Other duties as assigned.

Physical Demands: While performing the duties of this job, the Administrative 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.