



## **Cordova Student Intern**

### **Summary:**

The Cordova Student Intern is a part-time/temporary position and will perform the duties listed below. Normal workdays are Monday through Friday. This position is paid hourly non-exempt. The internship runs from September 6, 2023, through May 15, 2024.

**Reports To:** Tiffany Beedle

### **Duties:**

- Serve as the main point of contact for welcoming and screening of all visitors to the Cordova office
- Answer office telephone and assist callers
- Communicate with shareholders of The Eyak Corporation and others on various issues
- Maintain forms and files pertaining to shareholders
- Update and maintain shareholder database
- Aid in solving a variety of shareholder issues
- Assist with preparation and execution of local board meetings, shareholder meetings and other events.
- Maintain office supplies inventory
- Light housekeeping
- Photocopying and scanning documents
- Deliver and pick up mail
- Assist with tasks/projects for The Eyak Foundation
- Support staff in assigned project-based work inclusive of general bookkeeping and administrative functions
- Work cooperatively with other employees and board to achieve the company's mission
- Perform other tasks as assigned

### **Requirements:**

- Must be 16 years of age or older
- Must be enrolled an enrolled high school or college student
- Must be an Eyak Shareholder or Descendant
- Must reside in Cordova, Alaska
- Must have a valid driver's license
- Must be able to work with others in a professional, respectful, and collaborative manner
- Must be able to work in and maintain a safe environment
- Must comply with the corporation's policies
- Experience working in an office environment is required
- Experience with Alaska Native Corporations is preferred

### **Work Environment and Physical Demands:**

- The work environment is generally sedentary; however, there will be some filing and other organization involved in some daily tasks, which will require lifting, bending, standing, etc. in order to maneuver

### **Preference Statement:**

Preference will be given to The Eyak Corporation shareholders and shareholders of other Alaska Native Corporations in accordance with federal law and the corporation's policy. The Eyak Corporation is an Equal Opportunity employer.

Updated 8/15/2023