

Atxam Corporation
Aleut Foundation - Internship Job Description

POSITION: Office Assistant Intern

CLASS: PT or FT Time, Hourly

RATE: \$20.00/hr., up to 30 hours a week, for 8-10 weeks, between May 27 to August 31, flexible and negotiable

REPORTS TO: President

ROLE OVERVIEW: As an Office Assistant Intern, you will gain practical experience in administrative tasks within a small, but culturally rich environment. This internship provides an opportunity to contribute to the efficient functioning of the Atxam Corporation operations.

SUMMARY OF RESPONSIBILITIES: Intern will perform administrative and various clerical duties to support the Atxam Corporation, to include but not limited to file organization, meeting minutes, writing, and proofreading, emailing, and assisting with shareholder records. Duties flexible and can be prioritized, based on allotted timeframe of internship.

DUTIES:

1. Assist with general office duties, including filing, data entry, and document management.
 - a. Assists President with organizing hard-copy and electronic files by field & year.
 - b. Support efforts related to shareholder development and corporate growth.
 - i. Become familiar with shareholder database; update / input data via scanning
 - ii. Become familiar with subsidiaries
 - c. Type up quarterly (and any special) Board meeting minutes for May-August, if applicable.
 - d. Copy, sort, and file records related to office activities, business transactions, and other matters.
2. Assist with day-to-day administrative tasks, including scheduling, and correspondence.
 - a. Operate office machines including copier/scanner w/USB, phone/voicemail systems, and other standard office equipment.
 - b. Prepares letters, memos, forms, and reports according to written or verbal instruction.
3. Learn about Alaska Native culture, corporate governance, and community engagement.
 - a. Become familiar with the Bureau of Land Management (BLM) as it pertains to village corporations & Roberts rules of orders.

QUALIFICATIONS:

- Current high-school or college student
- Strong organizational skills and attention to detail
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Growing communication and interpersonal abilities
- Be punctual, flexible, have time management skills, and able to work independently.

Intern must be a Shareholder or registered descendant of the Aleut Corporation and be at least 16 years old or a recent high school graduate. **Physical Requirements:** Prolong periods sitting at a desk and working on a computer. Must be able to lift 20 lbs. at a time.