



3075 Vintage Blvd, Suite 200, Juneau, Alaska 99801 (907) 790-4990; Fax (907) 790-4999

**Title: Marketing & Communications Intern**

**Department: Marketing**

**Hours of Work: 40 hours**

**Category: Internship**

**FLSA Status: Non-Exempt**

**Salary/Grade Level: TBD**

**Date Approved: Summer 2016**

**Reports to (Supervises/Liaison): Director of Marketing & Communications**

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**INTERNSHIP SUMMARY**

This internship will be based at the Goldbelt Corporate Headquarters in Juneau, Alaska. It is offered as a career development opportunity to Goldbelt shareholders and descendants. The internship will provide the right candidate an opportunity to explore the fields of Marketing Corporate Communications which also includes public relations, promotions, social media, photo editing, and publication layout/design.

Intern will work with the Director of Marketing & Communications on various projects including the development, construction and design of a new shareholder welcome packet. Intern will also have the opportunity to learn other areas of communications including researching/writing articles for the *Kookènaa* newsletter, writing press releases, updating the Goldbelt Facebook page, event planning, and assisting with special projects as needed.

**Major Project:** The construction of a corporate subsidiary guide. Under the guidance of the Director of Marketing & Communications, the intern will be responsible for the creation of all design elements and execution from initial concept to finished product.

**NECESSARY SKILLS AND KNOWLEDGE**

- Excellent communication skills, both written and oral;
- Excellent computer skills – including Microsoft Office Suite and proficiency with layout and design software including Adobe InDesign, Illustrator and Photoshop;
- Excellent organization skills;
- Flexibility and motivation to work independently and within a team;
- Positive attitude and willingness to learn;
- Ability to maintain confidentiality of corporate records and information;

**MINIMUM QUALIFICATIONS (education, experience, skills)**

- Eligible for participation in Goldbelt’s Career Development Program;
- Working towards an Associate’s, Bachelor’s or graduate degree in Marketing, Communications, Graphic Design, Fine Arts or other related fields;
- Must be available to work out of Goldbelt’s corporate office in Juneau for a minimum of 12 weeks.