



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

Title: Alaska Operations Intern

Department: Alaska Operations

Hours of Work: 40 hours

Category: Internship

FLSA Status: Non-Exempt

Salary/Grade Level: DOE

Date Approved: 3/2015

Reports to (Supervises/Liaison): Vice President of Alaska Operations

SUMMARY

The Alaska Operations intern will work with the VP of Alaska Ops to design and plan for future business efforts, understand current events, and help provide corporate insight into trends that will effect business growth.

This position will initiate business plans for new ideas and meet with members of the community to promote unique and aggressive opportunities for Goldbelt to consider that are “outside of the box”.

Major Project: Intern will write a business plan for a mock village on the back side of Douglas Island for tourism day-trip excursions.

NECESSARY SKILLS AND KNOWLEDGE

- Excellent customer service skills.
- Ability to work with Clients and the public using tact and courtesy.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to understand and follow verbal and written directions, including company policies and procedures.
- Ability to perform duties in a professional manner and appearance.
- Ability to use common sense and good judgment when making decisions within scope of authority.
- Have basic business understanding
- Have history working with customers in a service oriented field

MINIMUM QUALIFICATIONS (education, experience, skills)

- Must be eligible for participation in Goldbelt’s Career Development Program;
- Working towards or recently completed an Associate’s, Bachelor’s or graduate degree;
- Must be available for the entire twelve week internship program;

;