



Communications Intern

Summary:

The Communications Intern is a full-time/temporary position and will perform the duties listed below. Normal workdays are Monday through Friday. This position is paid hourly non-exempt.

Reports To: Brennan Cain

Duties:

- Assist The Eyak Corporation's Vice President and General Counsel on Shareholder communications
- Assist with the preparations of Shareholder communications including quarterly newsletters, social media posts, letters, postcards, etc.
- Prepare talking points and presentations for Shareholder events
- Communicate with management to prepare and curate corporate messaging
- Assist with communications for The Eyak Foundation including newsletter features and social media posts
- Work cooperatively with other employees and Board to achieve the company's mission
- Perform other tasks as assigned

Requirements:

- Must be 21 years of age or older
- Must execute and abide by the corporation's confidentiality agreement
- 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 all corporation employee policies
- College graduate is preferred
- TEC Shareholder or Descendant is preferred
- Experience working in an office environment is preferred

- 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.

Preference Statement:

Preference will be given to The Eyak Corporation Shareholder and Descendants, as well as Shareholders of other Alaska Native Corporations in accordance with federal law and the corporation's policies. The Eyak Corporation is an Equal Opportunity employer.