



Legal Intern

Summary:

The Legal 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 legal and compliance matters
- Aid in solving a variety of Shareholder issues
- Assist with document retention and destruction processes
- Conduct legal research, as requested
- Maintain forms and files pertaining to Shareholders
- Update and maintain Shareholder database
- Photocopying and scanning documents
- Assist with tasks and projects for The Eyak Foundation
- 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.