



Project Intern and Assistant to Land Manager

Summary:

The Cordova-based Project Intern and Assistant to Land Manager is a part-time position and will perform the duties listed below. Normal workdays are Monday through Friday. This position is paid hourly non-exempt.

Duties:

- Assist with documentation, data recording, data entry, and site monitoring on projects on TEC lands
- Locate and pick up trash, debris, and brush on The Eyak Corporation's lands
- Clear brush and debris from overgrown roads and trails
- Monitor aggregate usage by vendors
- Assist with maintaining up-to-date land records, including leases and land use permits
- Answer office telephone and provide assistance as needed
- Other duties as assigned

Qualifications:

- Must be at least 18 years of age
- Must have a valid driver's license
- Must comply with Eyak's drug testing policy
- Must have a high school diploma or GED
- 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 the corporation's policies
- Experience working in remote locations outdoors is preferred
- Experience with Alaska Native Corporations is preferred

Work Environment and Physical Demands:

- This position will work outdoors and in an office environment
- The outdoor work may be in inclement weather and in rough terrain
- The applicant must be able to regularly lift and carry 55 pounds over rough terrain

Preference Statement:

Preference will be given to The Eyak Corporation shareholders and shareholders of other Alaska Native Corporations in accordance with federal law and the corporation's policy. The Eyak Corporation is an Equal Opportunity employer.