

Inuit Circumpolar Council Alaska is currently seeking an **Intern**. The position is located in Anchorage, Alaska and is a temporary full-time position. Hourly rate is \$15.00. The intern must be from or a descendant of the North Slope region. This is a temporary position for up to 10 weeks.

#### GENERAL JOB FUNCTIONS:

Intern will work closely with the Executive Director on a variety of tasks including the following:

- Study and become familiar with Inuit Circumpolar Council Alaska's structure, history, mission and goals.
- Provide general administrative and clerical support to the President, Executive Director and other staff, as directed.
- Work with an Executive Director to identify and develop a plan to implement a special project from among the organization's priorities identified in the strategic plan. Priority areas include: Food Security, Arctic Council Engagement, Education, Indigenous Knowledge, Youth Engagement, Health and Well-being and Sustainable Economic Development.
- Conduct basic policy research and analysis as directed.
- Other duties as assigned.

#### EXPERIENCE REQUIREMENTS:

- Must be from or a descendant of the North Slope region (requirement from the funding source).
- High School education or GED equivalent required.
- Junior or Senior standing in a college undergraduate program and higher preferred. Completed courses relating to project planning/management, grant writing, research methods, science and Indigenous knowledge, international law and policy, Native studies, political science, non-profit management and administration or other relevant courses preferred.
- General computer skills necessary, including Microsoft Office (Word, Excel, etc.).
- Ability to communicate effectively, both orally and in written form.
- Ability to learn, work independently, organize and prioritize work.
- Desire to learn general administration and project management of a non-profit Inuit organization.

Please submit your resume and cover letter explaining your interest and qualifications in the position by fax to 907-274-3861 or e-mail to [icc@iccalaska.org](mailto:icc@iccalaska.org). Or you can drop it off at the ICC Alaska office at 3900 Arctic Blvd Suite 203, Anchorage, AK.

The closing date for recruitment is **May 19, 2017 at 5 p.m.**