



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

**Title: Corporate Communications Intern**

**Department:** Corp Communications      **Hours of Work:** 40 hours  
**Category:** Internship      **FLSA Status:** Non-Exempt  
**Salary/Grade Level:** TBD      **Date Approved:** Summer 2012  
**Reports to (Supervises/Liaison):** Corporate Communications Manager

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**SUMMARY**

This internship will be based at the Goldbelt Corporate Headquarters in Juneau, Alaska. It is offered as a career development opportunity to Goldbelt shareholders and descendants. The internship will provide the right candidate an opportunity to explore the field of Corporate Communications which also includes marketing, public relations, social media and publication layout/design.

Intern will work with the Manager of Corporate Communications on various projects including the development of various departmental brochures, updating of the corporate subsidiary guide and creation of a corporate calendar. Intern will also have the opportunity to learn other areas of corporate communications including researching/writing articles for the *Kookènaa* newsletter, updating the Goldbelt website, and assisting with special projects as needed.

**NECESSARY SKILLS AND KNOWLEDGE**

- Excellent communication skills, both written and oral
- Excellent computer skills – including Microsoft Office Suite (layout and design programs a plus)
- Positive attitude and willingness to learn

**MINIMUM QUALIFICATIONS (education, experience, skills)**

- Eligible for participation in Goldbelt’s Career Development Program
  - Working towards an Associate’s, Bachelor’s or graduate degree in Marketing, Communications or other related field.
  - Excellent organization skills
  - Demonstrated ability to manage multiple priorities and deadlines in a fast-paced, demanding work environment
  - Flexibility and motivation to work independently and within a team
  - Must be available for entire twelve week internship.
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