



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

**Title:       *Executive Assistant Intern***

**Department:**       Shareholder Services       **Hours of Work:** 40 hours

**Category:**            Internship                               **FLSA Status:** Non-Exempt

**Salary/Grade Level:** TBD                       **Date Approved:** Summer 2012

**Reports to (Supervises/Liaison):** Executive Assistant

**SUMMARY**

The Executive Assistant Intern at Goldbelt, Incorporated will learn and assist with the administration of the day-to-day operations of working for the Board of Directors. The intern will be assigned multiple projects that will allow the intern to gain insight into several aspects in working for the board and serving an organization in an administrative capacity. This position is an excellent opportunity to learn time planning, scheduling and maintaining the board's calendar within a dynamic organization. Projects will include:

- Working with the Executive Assistant in planning and organizing a board and committee meetings;
- Assist in organizing the management reports into the monthly board packets;
- Assist in travel arrangements including hotel reservations;
- Assist in answering phone calls and drafting board correspondence;
- Assist with setting and maintaining the board calendar;
- Perform other special projects as assigned.

**Main Project:**

The main intern project is the compiling of a Nominations & Elections manual. The project must contain the annual meeting timeline, shareholder record date, nomination form and candidate's packet and disclosure questionnaire, notice of annual meeting and proxy material.

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

- Eligible to participate in Goldbelt's career development program
- Good interpersonal skills and tact
- Good administrative and accounting skills
- Able to organize and pay attention to detail
- Good computer skills with proficiency in MS Office Suite
- Must be available for the entire 12 week program

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

- An interest in office administration
- Skills in leadership
- Critical thinking and organization
- Time management on multiple levels of an organization