

Bristol Bay Economic Development Corporation

Job Description



Position Title: Education, Employment & Training Intern

Position Description:

Under the guidance of the Education, Employment & Training Director, the intern will assist with the implementation of BBEDC's Education, Employment & Training programs. The Intern will also work closely with the Education, Employment & Training Director or a designee, to identify potential Bristol Bay residents eligible for scholarships, employment, internships and training.

Qualifications:

- High School Diploma or GED.
- Must be 18 years old or older.
- Resident of BBEDC CDQ community.
- Knowledge of the seafood industry and familiarity with the Bristol Bay Region, its people and cultures.
- Demonstrated interest in program administration through documented education, training or prior work experience.
- Experience in use of computer software for word processing and spreadsheets.
- Ability to relate well with students and potential applicants.
- Good communication skills both written and oral.

Duties & Responsibilities:

- Works under the direction of the Education, Employment & Training Director.
- Works with residents who wish to apply for BBEDC vocational, employment & educational programs, including the review and evaluation of applications.
- Assists with the implementation of BBEDC vocational, employment & educational programs.
- Provide follow-up assessments with program participant on progress and accomplishments through employment, training and educational funding.
- Maintains and enhances database or systems to track progress of program participants.
- Provides outreach and advertising to promote BBEDC programs in the Bristol Bay region.
- Travel to all CDQ communities and selected out of region campuses to inform eligible residents of potential BBEDC higher education, employment and training opportunities as needed.
- Maintains files of past, present and potential employers and resident applicants.
- Interviews, assesses and informs potential applicants applying for funding what is expected of the applicant (i.e. proper forms, documentation, identification, CDQ residency).
- Provides information regarding organizations that may be able to help an applicant that is not qualified for BBEDC's assistance.
- Maintains strict confidentiality of all corporate information and operations.
- Other duties as assigned.

Reports To: Education, Employment & Training Director

Salary Range: \$16.00 - \$19.00

Duty Station: Dillingham