

Summer Intern Job Description

TYPE OF POSITION: Temporary, Part Time, non-exempt, hourly

SALARY: Pay Grade A, Range Dependent on Experience and Education

JOB SUMMARY: Reporting to the Deputy Director the Intern will be provided with opportunities to shadow various positions with highly qualified staff. The Intern will assist in preparation and execution of ACCA Family Picnic, and planning for monthly Down Syndrome Support Group meetings by adapting events and activities to support the participation of individuals with disabilities. This position will provide general office support including organizing, filing and reception and other special projects as identified. The intern will learn important skills in building relationships with community members, organizing, time management, and gain an understanding of disability services.

MINIMUM QUALIFICATIONS:

- Highly motivated high school or college students
- Ability to operate computer software necessary for this position preferred (i.e. Office programs Word and Excel)
- Must possess the ability to work with supervision or independently and respect client confidentiality
- Career interest in early childhood interventions, occupational, physical or speech therapy preferred

JOB RESPONSIBILITIES:

1. General Agency Duties
 - a. Answer telephones and direct calls to appropriate staff
 - b. Greet visitors to agency
 - c. Copy forms and other papers and create form packets such as intake folders
 - d. Distribute mail
 - e. Attend staff meetings
 - f. Provide supports for meetings, trainings, fundraisers and agency events
2. General Program Duties
 - a. Assist in planning of support groups
 - b. Assist with special projects
 - c. Job shadow professional staff members in each program
 - d. Support outreach and community awareness activities
 - e. Attend program meetings
3. Practice professional work habits including dependability, ethical practices, ethical communication, adherence to personnel policies and procedures, effective time management, independence, teamwork and responsibility. Maintain positive working relationships with co-workers and community members.
4. Other duties may be assigned.

WORK ENVIRONMENT AND PHYSICAL EFFORT

General office environment. Conditions are pleasant, clean and professional where accidents/hazards are negligible. Requires use of computer, fax, and copier. Clear diction, listening skills and appropriate professional office and telephone etiquette are necessary for effective communication with staff and public. Job requires travel in employee's own insured automobile or commercial air travel within the identified region.

ADDITIONAL INFORMATION:

This position is funded by a grant from ExxonMobil. It is important to ExxonMobil that this internship experience be more than just a summer job. The intent is to provide challenging and well-supervised internships that give the interns significant responsibility while being well-mentored and well-managed. The internship will provide the intern with an appreciation for the contribution non-profits make to their community as well as encouraging consideration of careers in the non-profit sector while gaining a heightened respect for community service.

This position begins May 28, 2019 and ends August 2, 2019. Application must be received by 4pm on May 17, 2019. Although work hours are flexible, applicant must be available June 3-8, 2019. ACCA is closed July 1-5, 2019.

Applications available online at www.alaskacenter.org or in person at 1020 Barnette Street, Fairbanks, AK 99701.

Rev. 4/19