ASSOCIATION OF VILLAGE COUNCIL PRESIDENTS

JOB TITLE: Community Development Intern  DEPARTMENT: DEED
REPORTS TO: DEED Director  POSITION STATUS: Temporary, Non-Exempt
JOB CLASS: JC 25  PREPARED BY: Deborah L. White, HR Director
APPROVED: November 2015

Summary Job Goal: The Community Development Intern is a temporary position for the Economic & Energy Development Department. This person will work closely with E&EDD staff to conduct research and pursue economic and energy development opportunities for the AVCP region. This is an internship position for a semester in time. The candidate will be actively enrolled in the Bachelor or Master’s level Rural Development Program.

Performance Responsibilities: include the following.

- Conducts research, assessments and proposals for AVCP.
- Develop analysis, studies, business plans, and/or proposals in the field of economic, energy, and/or community development for the AVCP region and/or its communities
- Research funding opportunities relating to economic, energy, and community development
- Assists in the development of community plans and grant applications
- Keep meeting minutes and notes during YKEDC board meetings and internal department meetings
- Work closely with the AVCP Regional Aircraft Maintenance School and the Yuut Yaqungviat Flight School promote the sustainability of the schools
  - Develop promotional material
  - Develop recruiting strategy
- Other Duties as assigned

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have strong written and verbal skills. Strong interpersonal skills are required. Familiarity with Yup’ik lifestyles is preferred. Fluency in Yup’ik is strongly preferred. The position is subject to Native Preference per P.L. 93-638. Proficiency in office and computer equipment and software is required.

EDUCATION AND EXPERIENCE: High School diploma or GED is required. Enrollment in an accredited university is required. Previous experience in office support and/or administrative assistance is strongly recommended.

CERTIFICATES, LICENSES, REGISTRATIONS: none

Employee Signature       Date       Approved, Human Resources       Date

Department Director       Date       Approved, Executive Vice President       Date

Addendum of Equipment:
Microsoft Office – Word; Excel; Publisher; Power Point; Outlook