

Positions Open to all Applicants

Employer: **The Alaska Center**

Job Title: **Conservation Canvasser**

Dates: 5/1/17- TBD

Closing: 4/30/2017*

Contact: ryan_a@akcenter.org - Ryan Astalos

Website: www.akcenter.org

Job Type: Part-time

Preference of Applicant: High School Student, High School Graduate, College Student, College Graduate

Description:

- “Going door to door and making phone calls, educating Alaskans on a variety of timely issues.
- Encouraging active public involvement in conservation advocacy campaigns.
- Engage Alaskans at conservation events.
- Recording accurate data, and working with your supervisor to ensure a quality canvass program.

Salary is dependent on experience, and hours will be Sunday - Thursday 2:00pm - 9:00pm, but are subject to change. If interested, please email cover letter and resume to Canvass Director, Ryan Astalos ryan_a@akcenter.org. Positions are open until filled. You must be 18 years of age or older to apply for this job.”

Employer: **eBike Store**

Job Title: **Electric Bike Sales and Service Technician**

Dates: 4/15/2017-TBD

Closing: 4/31/17

Contact: info@akebike.com - Cary Shiflea

Website: www.akebike.com

Job Type: Part-time

Preference of Applicant: High School Student, High School Graduate, College Student, College Graduate

Description: “Part time electric bike sales and service technician at Alaska eBike Store. Bike Mechanic experience and basic knowledge of DC power systems is encouraged. Tasks include: general bike maintenance and building up new bikes, going for test rides with customers, answering basic questions regarding performance metrics of bikes. Must be able to lift to 65 lbs. Pay depends on experience-flex schedule salary position is possible for the right individual. Must be 18 years old and have High School Diploma.”

Employer: **Girl Scouts of Alaska**

Job Title: **Summer Camp Staff**

Dates: 05/22/17-8/13/17

Closing: 4/30/2017*

Contact: ablock@girlscoutsalaska.org - Amanda Block

Website: <http://girlscoutsalaska.org/camps/summer-job-opportunities/>

Job Type: Full-time

Preference of Applicant: High School Student, High School Graduate, College Student, College Graduate

Description: "If you're passionate about changing the world and positively impacting a child's life, aren't afraid of hard work, and want a job that is fun, exciting and energizing then there's no better way to spend your summer than working as a Girl Scouts of Alaska camp team member!

General Staff Qualifications (for all positions): Have current First Aid/CPR certification (or can obtain it before the start of the camp season.) 18 years old unless otherwise noted"

High School Graduate and Higher

Employer: **Student Conservation Association**

Job Title: **Conservation Internship**

Dates: 5/2017-8/2017

Closing: 4/30/2017*

Contact: jchen@thesca.org - Jeff Chen

Website: www.thesca.org/serve/positions

Job Type: Internship (paid)

Preference of Applicant: High School Graduate, College Student, College Graduate

Location: Anchorage, AK

Description: Visit our conservation internships database to see a huge list of available openings for Alaska and Outside. Each position comes with a \$600-\$1500 travel stipend (you keep the change!), free housing, a weekly living allowance of \$100-\$400 per week, and oftentimes eligibility for a \$1500-\$5700 AmeriCorps Education Award. Apply Today! Email Jeff at jchen@thesca.org for an application fee waiver.

Employer: **Camp Fire Alaska**

Job Title: **Facilities Manager - Camp K**

Dates: May 1, 2017 - August 18, 2017

Closing: 04/30/2017*

Contact: khuseman@campfireak.org - Kim Huseman

Website: <http://www.campfireak.org/jobs>

Job Type: Full-time

Preference of Applicant: High School Graduate, College Student, College Graduate

Location: Kenai Lake, AK

Description: Nestled along the shores of beautiful Kenai Lake near Cooper Landing, our camp has a unique mix of traditional and specialty camp programs for youth age 6-17. This camp includes accommodations for children with family, behavioral, or medical challenges.

Facilities Manager provides oversight to the Camp K Facilities, which entails assisting with facilities/vehicles maintenance, instruction in and monitoring of proper site safety, supply runs, daily and weekly routine stocking and maintenance, etc. Live on the premises of Camp K. Acting as part of the camp leadership team, the Facilities Manager will provide a high-quality camp experience and excellent customer service to program participants, parents and visitors. Pay Rate: \$13.00/hour + Room and Board DOE

Requirements: Minimum age of 21; eligibility to drive agency vehicles (with demonstrated expertise in operating a 15-passenger van or similar with trailer in tow); prior experience and responsibility in a maintenance field preferred; technical aptitude a must; current First Aid/CPR/AED (Child and Adult) required.

Employer: **Anchorage Museum Association**

Job Title: **Visitor Services Assistant**

Dates: 5/2017-9/2017

Closing: 4/30/2017*

Contact: employment@anchagemuseum.org - Ann Kjera

Website: www.anchagemuseum.org/About-Us/Employment

Job Type: Part-time

Preference of Applicant: High School Graduate, College Student, College Graduate

Location: Anchorage, AK

Description: "For a full job description and to apply, go to www.anchagemuseum.org/about-us.

The Anchorage Museum is recruiting for three (3) enthusiastic, friendly, and customer service oriented individuals for Visitor Services Assistant. This position performs cashier duties, is active in all facets of museum retail sales and visitor services, and provides an engaging experience for museum visitors. Incumbents work variable scheduled hours conforming to the museum's summer hours, and organizational needs. This is a seasonal part-time position (24 – 29 hours per week)

High school diploma, GED, or equivalent required. Two years' experience with cash handling and reporting required. One year experience as a museum visitor services assistant or museum attendant preferred."

Employer: **Camp Fire Alaska**

Title: **Target Sports Specialist – Camp K**

Dates: 05/18/2017-8/9/2017

Closing: 4/30/2017*

Contact: khuseman@campfireak.org - Kim Huseman

Website: <http://www.campfireak.org/jobs>

Job Type: Full-time

Preference of Applicant: High School Graduate, College Student, College Graduate

Location: Kenai Lake, AK

Description: "Nestled along the shores of beautiful Kenai Lake near Cooper Landing, our camp has a unique mix of traditional and specialty camp programs for youth age 6-17. This camp includes accommodations for children with family, behavioral, or medical challenges.

The Target Sports Specialist provides guidance to campers and staff during target sports activities. This position is responsible for providing instruction and supervision during archery, riflery, blow-darts, sling shots, and atlatl activities. Duties include coordinating with camp staff in developing program, maintaining program supplies and inventory, assisting with camper supervision, as well as planning and presentation of applicable staff orientation topics. Target Sports Specialist will live on the premises of Camp K and work with camp counselors to support an assigned group of cabins throughout the week. This individual will act as part of the program delivery team to provide a high-quality camp experience to program participants, parents and visitors.

Requirements: Minimum age of 18; current Wilderness First Aid and CPR/AED (Child and Adult), (Wilderness First Aid certification will be offered at a low cost to employee during orientation); NAA and Civilian Marksmanship certification (or the ability to become certified) or a comparable certification from a nationally recognized certifying body; previous experience in instructing target sports; previous experience working in a day/resident camp or other youth development program; ability to plan and facilitate activities; ability to be trained in specialized program areas and pass necessary skill assessments."

Employer: **Camp Fire Alaska**

Title: **Lifeguard/ Water Safety Instructor - Camp Si La Meo**

Dates: 5/25/2017 - 08/12/2017

Closing: 04/30/2017

Contact: khuseman@campfireak.org - Kim Huseman

Website: <http://www.campfireak.org/jobs>

Job Type: Full-time

Preference of Applicant: High School Graduate, College Student, College Graduate

Location: Camp Si La Meo, Anchorage Alaska

"Si-La-Meo is a day camp on the campus of Alaska Pacific University in Anchorage, that serves youth age 5 to 15 over a 9.5-week-long program. Work Hours: 8 hours per day, Monday-Friday between 7AM and 6PM (overtime may be scheduled/earned for bi-weekly trainings and family events, but is not guaranteed). Pay: \$12.72/hour

Lifeguard and Water Safety Instructor: This position will provide instruction and supervision to campers during swimming and boating activities. This position will work with the Aquatics Specialist to monitor campers' skill levels and implement methods of progression and rewarding achievements. This position is responsible for lifeguarding or facilitating aquatics activities, locker room supervision, and pool area

set up and clean up, and youth supervision during camper choice time. This position will also be required to assist the Program Director in programming activities as assigned.

Requirements: Minimum age of 18, current lifeguard certification required, current Water Safety Instructor certification required, previous experience in swim instruction and lesson planning.”

Employer: **World Travelers Language Camp**

Job Title: **Camp Counselor**

Dates: 05/30/17 to 06/30/17

Closing: 04/30/17

Contact: wordtravelerscamp@gmail.com - Branden Strauch

Website: <https://www.wordtravelerscamp.com/>

Job Type: Full-time

Preference of Applicant: High School Graduate, College Student, College Graduate

Description:

- Create and oversee a stimulating and edifying immersion environment for camp attendees to improve language fluency and gain an increased appreciation for its native culture.
- Work with all other staff to create a daily and cultural curriculum under the theme for the week.
- Create a safe environment where all feel welcome and accepted by staff and peers.
- Keep environment clean and safe to minimize possibility of injury or illness.
- Return the facility in the same condition in which we found it.
- Attend set-up prior to opening day. Prepare facility and materials on a day to day basis during the camp week.
- Attend mandatory staff training meetings before, during, or after camp week. To be announced.
- **Speak the immersion language a minimum of 90% of the time to citizens.
- Model good behavior; be a positive global citizen.
- Interact with parents daily. Help with any transitions citizens may need to and from Day Camp.
- Arrive by 8:30 daily and leave no earlier than 3:30.”

Employer: **Kenai Fjords Tours**

Job Title: **Retail Display Coordinator**

Dates: 05/01/17 to 10/28/17

Closing: 05/01/17

Contact: ckrug@ah Tours.com - Cliff Krug

Website: <https://www.coolworks.com/kenai-fjord-tours/profile>

Job Type: Full-time

Preference of Applicant: High School Graduate, College Student, College Graduate

Description: “Assist in creating and maintaining creative and appealing displays in our stores throughout Ak from Fox Island in Resurrection Bay to Kantishna in the heart of Denali.”

Employer: **Kenai Fjords Tours**

Job Title: **Retail Supervisor**

Dates: 05/01/17-09/09/17

Closing: 05/01/17

Contact: ckrug@ihtours.com - Cliff Krug

Website: <https://www.coolworks.com/kenai-fjord-tours/profile>

Job Type: Full-time

Preference of Applicant: High School Graduate, College Student, College Graduate

Location: Seward, AK

Description: "Assist in running day-to-day operations at 2 Gift Stores in Seward, AK. Assist the Management Team in providing top notch Customer service each day. Lead by example. Help create an environment that inspires and motivates all Staff."

Employer: **Diamond Parking**

Job Title: **Checker**

Dates: 05/31/17 onward

Closing: 04/30/17*

Contact: cliff.brown@diamondparking.com - Cliff Brown

Website: <http://www.diamondparkingcareers.com/diamond-parking/checker-6>

Job Type: Part-time

Preference of Applicant: High School Graduate, College Student, College Graduate

Location: Anchorage, AK

Description: "Check parking compliance and assist customers as needed with parking information or additional locations."

Employer: **Bear Square**

Job Title: **Ice Cream/Theater Attendant**

Dates: 05/12/17-09/18/17

Closing: 05/31/17

Contact: erica@mpa-ak.com - Erica Thomas

Website: www.bearsquare.net

Job Type: Part-time

Preference of Applicant: High School Graduate, College Student, College Graduate

Location: Anchorage, AK

Description: "Hiring for Ice Cream Server / Theater Attendant positions where you will be providing service in an Ice Cream Parlor and Theater. We need individuals with lots of energy and who love people. Our ideal candidate is honest, friendly, and enjoys social interaction. This position will also require good sales/promoting skills to promote different services offered by our business."

Employer: **Bear Square**

Job Title: **Segway Tour Guide**

Dates: 04/30/17-10/01/17

Closing: 05/31/17

Contact: erica@mpa-ak.com - Erica Thomas

Website: www.bearsquare.net

Job Type: Part-time

Preference of Applicant: High School Graduate, College Student, College Graduate

Location: Anchorage, AK

Description: "This is a great opportunity for young adults and retired individuals alike. A great way to make some great money with a flexible schedule. Currently hiring Segway Tour Guides for our busy summer season. We are looking for individuals with lots of energy and who love people. This position will also require good sales/promoting skills to promote different services offered by our business including our Ice Cream Shop and Theater."

Employer: **Hope Community Resources**

Job Title: **Individual Support Specialist**

Dates: 05/01/2017 - 08/01/2017

Closing: 05/01/2017

Contact: jobs@hopealaska.org - Robin Poole

Website: <http://careers-hopealaska.icims.com/>

Job Type: Part-time

Preference of Applicant: High School Graduate, College Student, College Graduate

Location: Anchorage, AK

Description: "This position involves supporting and assisting individuals who experience developmental and physical disabilities with daily living skills and community inclusion activities. Responsibilities include providing direct care, attending and participating in community events/recreational activities. Employees need their own transportation to and from multiple job sites. Individuals receiving supports are often dependent on employees for transportation needs.

SCHEDULE: Part-time hours will vary, must be available evenings and weekend hours. "

Employer: **The Lakefront**

Job Title: **Busser/Food Runner**

Dates: May 2017-September 2017

Closing: 4/30/17*

Contact: michele.brennan@millenniumhotels.com - Michele Brennan

Website: <http://www.hospitalityonline.com>

Job Type: Full-time

Preference of Applicant: High School Graduate, College Student, College Graduate

Location: Anchorage, AK

Description: "This position sets and clear the tables, assist servers with table service to ensure guest satisfaction.

- Maintain stock and cleanliness of stations for all meal periods with necessary equipment including silverware, linen and condiments.
- Serve guests with beverages and food
- Transport all dirty tableware from dining room to dishwashing area for proper cleaning.
- Other duties as assigned.

Must have a current food handlers card for the Municipality of Anchorage. Individuals must be able to pass a background check and a drug test. This job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully."

Employer: **The Lakefront**

Job Title: **Host**

Dates: May 2017-September 2017

Closing: 4/20/2017

Contact: michele.brennan@millenniumhotels.com - Michele Brennan

Website: <http://www.hospitalityonline.com>

Job Type: Full-time

Preference of Applicant: High School Graduate, College Student, College Graduate

Location: Anchorage

Description: "Greeting and escorting guests to tables in the restaurant, notify staff of new tables, maintaining a courteous and efficient operation of the dining room to ensure guest satisfaction.

- Meet and greet guests as they arrive and depart, offer choice of seating, then escort them to their table and present menu.
- Maintain proper set-up of the dining room.
- Receive, record and make any necessary arrangements for reservations and special functions in the restaurant.
- Assists servers as needed.
- Other duties as assigned.

This job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully."

Employer: **Holland America/Princess**

Job Title: **Cook**

Dates: 5/4/2017-09/23/2017

Closing: 4/30/2017*

Contact: kstanford@hagroup.com - Kim Stanford

Website: www.alaskatourjobs.com

Job Type: Full-time

Preference of Applicant: High School Graduate, College Student, College Graduate

Description: "Performs a variety of advanced food preparation tasks. Routinely, prepares and cooks food and processes food for serving. Monitors team's food preparation and presentation. Controls portions per established guidelines. Job Requirements: Alaska state food handlers card. Knowledge of food preparation which would be acquired through the completion of a culinary degree or equivalent certification. Ability to communicate clearly, verbally and written, with customers, employees and management. Minimum age of 18 is required."

Employer: **Mabel T Caverly Senior Center & Services**

Job Title: **Administrative Assistant**

Dates: 06/01/17 Mon-Fri 9:30-3:30 08/25/17

Closing: 05/31/17

Contact: director@mabeltcaverly.org - Denise Knapp

Website: <http://www.mabeltcaverly.org/home.html>

Job Type: Part-time

Preference of Applicant: High School Graduate, College Student, College Graduate

Location: Anchorage, AK

Description: "Must have computer skills. Work with Exec. Dir., update newsletter and database list, assist with monthly newsletter layout, printing. If IT skills could update websites (although not necessary for position). Assist at Annual Membership meeting on June 15, other tasks necessary in a small, non-profit, one-person office. Downtown at 911 W 8th Ave, Ste 104. Free parking possibly available."

Employer: **Northern Culture Exchange**

Job Title: **Admin/ Event Assistant**

Dates: 05/20/17- 08/01/17 or part thereof

Closing: 04/30/17

Contact: northerncultureexchange@gmail.com - Yngvil

Website: www.northerncultureexchange.org

Job Type: Internship (paid)

Preference of Applicant: High School Graduate, College Student, College Graduate

Location: Anchorage, AK

Description: "Northern Culture Exchange seeks interns to help with planning and coordination as well as to menial tasks for our projects and collaborations.

Depending on your strength and interests, assigned tasks can be more people oriented or more in front of the computer, more practical or more admin based. Tasks include anything from making phone calls, manage contact lists and web sites, (wo)manning info booths, help with (and learn about) event prep, stage rigging, audio, light, A/V etc, catering orders, clean up, transportation, promotion , web design, social media marketing, contact list management, correspondence. Needs to have good language and communication skills, be self-motivated, positive and flexible.

Full time / Part time position - Flexible hours. Compensation to be determined.

Send your info to: northerncultureexchange@gmail.com Questions: call/text: (646) 675 4737"

Employer: **Toast of the Town, LLC**

Job Title: **Community Events Intern**

Dates: 05/08/2017

Closing: 04/30/2017

Contact: support@toastofthetownak.com - Jana Patterson

Website: www.toastofthetownak.com

Job Type: Internship (paid)

Preference of Applicant: High School Graduate, College Student, College Graduate

Description: "Under the direction of the Event Project Manager, the intern will assist with various projects as assigned, including onsite event coordination.

- Assisting with the planning and coordination of community events
- Assisting in communications around event management including, timelines, calendars, reports, diagrams
- Assisting with the development and maintenance of mailing, media and guests' lists
- Assisting in providing customer service to event patrons
- Assisting with answering emails, phone calls

Compensation: \$13 per hour Time: This is a part-time internship (20 hours per week on average); the hours and time commitment are flexible to be set between the supervisor and the internship candidate prior to the start of the internship. To Apply, please email your resume to the address provided."

Employer: **Anchorage Fine Homes**

Job Title: **Real Estate Assistant**

Dates: ASAP

Closing: 5/15/2017

Contact: homes@hilarylockhart.realtor – Keller Williams

Website: www.AnchorageFineHomes.com

Job Type: Internship (paid)

Preference of Applicant: High School Graduate, College Student, College Graduate

Location: Anchorage, AK

Description:

- "Duties include organizing database of contacts; past clients, current clients, and prospective clients
- Email marketing to the database
- Creating marketing material for mailing / emailing
- Data entry into online systems to track
- Help create smooth systems to track leads and clients
- Paperwork to follow the transaction from start to finish
- Follow up calls weekly to clients

The perfect candidate would love paying attention to detail, enjoy making/editing marketing material, does not fear technology (everything is done on the computer), good communicator, and has a desire to grow in a position.

Intern pay completely flexible depending on experience and abilities; \$10-\$14/hour. Hours can increase as they are capable of doing more work. Work hours can be COMPLETELY flexible between 9am-5pm. 3-5 hours each day (depending on how many days they come in 3 or 5).”

College Student and/or Graduate

Employer: **AmeriCorps - Southwest Alaska Municipal Conference**

Job Title: **Workforce Development Coordinator**

Dates: 07/30/2017-07/30/2018

Closing: 05/30/2017

Contact: hbroecker@swamc.org - Hope Broecker

Website: <https://my.americorps.gov/mp/listing/viewListing.do?id=71090&fromSearch=true>

Job Type: Full-time - VISTA

Preference of Applicant: College Student, College Graduate

Description: “Goal of the Project: This VISTA project will build capacity by assisting Alaska Process Career's Consortium's (APICC) Statewide Workforce Initiatives with a strong focus in the Maritime Works Program and Southwest Alaska's Municipal Conference Manufacturing Alaska Extension Program (MAKE). The main activities of the VISTA will be two part; surveying the needs and gaps for Alaskan workforce to have the skill sets and training to keep Alaska's economy diverse and competitive 2) connecting needs with specifics resources and activities and persons involved in the manufacturing and maritime sector. These activities will include outreach, connecting workforce programs to jobseekers and youth, organizing community outreach programs, and developing and sustaining vital community partnerships.”

Employer: **Bean's Cafe\The Children's Lunchbox**

Job Title: **Summer Intern**

Closing: May 31, 2017

Contact: kkovol@beanscafe.org

Website: www.beanscafe.org

Job Type: Internship (paid)

Preference of Applicant: College Student, College Graduate

Various opportunities which could include marketing, social media, data collection, work force development, direct social services, etc. Final job description will be posted soon.”

Employer: **Cook Inlet Region, Inc.**

Job Title: **Summer Internship**

Dates: 06/01/2017 - 08/15/2017

Closing: 4/30/2017*

Contact: hrreplies@ciri.com - Darla Graham

Website: www.ciri.com/internship

Job Type: Internship (paid)
Preference of Applicant: College Student, College Graduate

Description: www.ciri.com/internship

Employer: **Kenai Fjords Tours**
Job Title: **Retail Manager**
Dates: 03/01/17 to 10/31/17
Closing: 04/24/17
Contact: ckrug@ihtours.com - Clif Krug
Website: <https://www.coolworks.com/kenai-fjord-tours/profile>
Job Type: Full-time
Preference of Applicant: College Student, College Graduate
Location: Seward, AK

Description: "Run day-to-day operations at 2 stores in Seward. Provide excellent Customer Service. Train and motivate staff. Meet daily, weekly goals. Create an environment where Guest and staff thrive."

Employer: **Cook Inlet Tribal Council**
Job Title: **Employee Relations Manager**
Dates: 5/22/17-8/11/17
Closing: 4/30/2017*
Contact: ngraham@citci.org - Nikki Graham
Website: <http://citci.org/citc-careers/citc-internship-program/>
Job Type:
Preference of Applicant: College Student, College Graduate
Location: Anchorage, AK

Description: "CITC is currently recruiting highly motivated Alaska Native and American Indian students residing in the Cook Inlet Region of Alaska for a variety of summer internship opportunities. Candidates must be currently enrolled as a full- or part-time student, or a recent graduate from an undergraduate or graduate degree program or technical school in a related field. Placements will be for 12 weeks in paid internship opportunities according to skill set and area of study, both within CITC and with partnering companies."

Employer: **Camp Fire Alaska**
Job Title: **Senior Rural Program Staff**
Dates: 05/22/2017 – 8/2/2017
Closing: 4/30/2017
Contact: khuseman@campfireak.org - Kim Huseman
Website: www.campfireak.org/jobs

Job Type: Full-time

Preference of Applicant: College Student, College Graduate

Location: Varies

Description: "This 10-week program is a great opportunity to provide 2, 3, or 4-week-long travelling day camp programs to youth in rural communities throughout the state, from the Aleutians to the Arctic Circle. Primary duties are to develop and implement quality youth and community programming. Activities may include swimming, cold-water safety, health and wellness activities, hiking, outdoor education, creative arts, group games, team building, cooking, and sports. Additional components of the program consist of evening activities focusing on teen and elder involvement including potlucks, camp fires with storytelling, and more.

Needs to demonstrate cultural sensitivity and experience working with at-risk or underserved youth, consistently displaying positive attitudes towards the whole community. Aptitude to be extremely flexible and adaptive, as staff may be placed in communities without running water or have living accommodations that change at the last minute, based on community need. Motivated to work productively as a member of a team.

Compensation: Minimum season compensation of \$4,500 + Room & Board for May 22 – August 2, 2017.

Requirements: Minimum age 21. Current lifeguard, first aid, and CPR/AED certification required. (A CFA on-site Lifeguard Certification course will be held May 16-19, 2017 for \$150. However, space is limited, and held for extenuating circumstances.) Experience working with youth for two or more years a must. BA in education, outdoor recreation, anthropology/sociology or other related field and cultural exchange experience preferred"

Employer: **Strategy Intern**

Job Title: **Spawn Ideas**

Dates: 3 Months

Closing: 04/30/17

Contact: jesse.alleva@spawnak.com - HR

Website: <http://www.spawnak.com/careers/strategy-intern/>

Job Type: Paid Internship

Preference of Applicant: College Student, College Graduate

Location: Anchorage, AK

Description: "As a strategy intern, you will apply consumer understanding to creative problems. You'll support our account planning staff through research and analytics, crafting strategies and bringing innovation efforts to life. Beyond just marketing and advertising, you will be part of our Design Thinking practice too. That practice, called Hooligan, delivers innovative products, services, and experiences to our clients and Alaska. You'll work alongside account service, digital, media, and creative individuals and teams to bring about disruptive innovation. You will not only be launching your career, but a new way of thinking and doing business in the state. This means that you are an equal partner in supporting great work — and our expectations are high."

Employer: **Account Service/Media Intern**

Job Title: **Spawn Ideas**

Dates: asap - end of August

Closing: open until filled

Contact: april.cook@spawnak.com - April Cook

Website: <http://www.spawnak.com/careers/account-service-media-intern/>

Job Type: Internship (paid)

Preference of Applicant: College Student, College Graduate

Location: Anchorage, AK

Description: "If you are passionate about working in a team environment and want to learn the advertising industry, you'll be integral in assisting our account service and media departments. A successful intern thrives in a fast-paced, ever-changing environment and is great at keeping track of all the seemingly minor details. At the end of the day, an intern plays a major role in helping get client work done on time and correctly, while keeping the rest of the team in the loop."

Employer: **Bell Person/Van Driver**

Job Title: **The Lakefront**

Dates: 5/2017 – 9/2017

Closing: 4/30/2017*

Contact: michele.brennan@millenniumhotels.com - Michele Brennan

Website: <http://www.hospitalityonline.com>

Job Type: Part-time

Preference of Applicant: College Student, College Graduate

Location: Anchorage, AK

Description: "In this role, you will be greeting guests and getting them and their luggage to their right places inside and outside of the hotel enabling them to get the most out of their stay. Transport guests to and from designated sites or airport terminals, retrieve guests' items from cars, busses, vans and carts and assist the guests with navigating throughout our hotel.

This job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully."

Employer: **The Lakefront**

Job Title: **Room Attendant**

Dates: 2017- 9/2017

Closing: 4/30/2017*

Contact: michele.brennan@millenniumhotels.com - Michele Brennan

Website: <http://www.hospitalityonline.com>

Job Type: Full-time

Preference of Applicant: College Student, College Graduate

Description: This position is responsible for providing exceptional quality housekeeping services to enhance our guest's experience.

Employer: **Northern Cultural Exchange**

Job Title: **Admin assistant**

Dates: Immediate - duration TBA

Closing: 06/01/2017

Contact: yngvilvg@gmail.com - YNGVIL

Website: www.yvgmusic.com

Job Type: Part-time

Preference of Applicant: College Student, College Graduate

Location: Anchorage, AK

Description: "Touring artist and clinician looking for spreadsheet lover to help with organization of contact list, outreach and future bookings. You and I will agree on hours and compensation. We will meet occasionally, but we both work from home, from the coffee houses or wherever we are. Just someone who can look at tasks as projects, likes getting and keeping data in order (important word), someone who likes finishing projects and has a half decent sense of humor.

Call me if you want to chat, facebook me or email me... (646) 675 4737 - YNGVIL"

Employer: **The Lakefront**

Job Title: **Concierge**

Dates: May 2017-September 2017

Closing: 4/30/2017*

Contact: michele.brennan@millenniumhotels.com - Michele Brennan

Website: <http://www.hospitalityonline.com>

Job Type: Full-time

Preference of Applicant: College Student, College Graduate

Location: Anchorage, AK

Description: "The Concierge will act as an ambassador of the hotel by providing special assistance and information about local area attractions to customers and patrons, offering a wide selection of alternatives for guest satisfaction.

- Greet customers immediately with a friendly and sincere welcome. Use a clear, understandable speaking voice, exercise judgement, respond to inquiries with accurate information regarding

hours of outlet operation, directions to local attractions, or meeting rooms, car rentals and airline shuttle service, etc. per individual needs.

- Field guest complaints, conducting thorough research to develop the most effective solutions and negotiate results.
- Assists guests in setting up tours and activities during their stay.
- Other duties as assigned.
- What you need to perform this job successfully:
- Prior customer service required. Prior Front Desk or other hospitality experience preferred
- Ability to listen effectively, to speak and write English clearly.

This job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully."

Unpaid Internships

Employer: **Visit Anchorage**

Job Title: **Visitor Center Intern**

Dates: 05/01/17-09/18/17

Closing: 05/01/17

Contact: bcarlson@anchorage.net - Brenda Carlson

Website: <https://www.anchorage.net/for-alaskans/jobs-and-volunteer-opportunities/>

Job Type: Internship (unpaid)

Preference of Applicant: High School Student, High School Graduate, College Student, College Graduate

Location: Anchorage, AK

Description: "Be a part of the exciting downtown tourism experience as you work with volunteers and staff in the Visitor Information Centers. Learn scheduling, basic workflow and organization, inventory management and assorted other tasks while sharing Anchorage as a destination and Alaska as a playground for our visitors."

Employer: **Northern Culture Exchange (NCE)**

Job Title: **Internship (unpaid)**

Dates: 5/2017-12/17

Closing: 4/25/2017

Contact: northerncultureexchange@gmail.com - Yngvil

Website: www.spenardjazzfest.org

Job Type: Internship (unpaid) (TBD Part or Full-time)

Preference of Applicant: High School Student, High School Graduate, College Student, College Graduate

Location: Anchorage, AK

Description: "Northern Culture Exchange seeks an intern to help with planning and coordination and menial tasks coordinate our projects and collaborations. NCE operations are 99% office free - we work on the internet and in venues across the state of Alaska and beyond.

Depending on your strength and interests, assigned tasks can be more people oriented or more in front of the computer, more practical or more admin based. Tasks include anything from making phone calls, manage contact lists and web sites, (wo)manning info booths, help with (and learn about) event prep, stage rigging, audio, light, A/V etc, catering orders, clean up, transportation, promotion, web design, social media marketing, contact list management, correspondence.

send your info to: northerncultureexchange@gmail.com Questions: call/text: (646) 675 4737"

Employer: **Spenard JazzFest**

Job Title: **Interns for music events**

Dates: 5/20/2017-6/5/2017

Closing: 5/10/2017

Contact: spenardjazz@gmail.com - Yngvil

Website: www.spenardjazzfest.org

Job Type: Internship (unpaid)

Preference of Applicant: High School Student, High School Graduate, College Student, College Graduate

Location: Anchorage, AK

Description: "Love Music? Want to get in for FREE? NCE seeks volunteers for several upcoming festivals and concert events

May through September and possibly beyond. We have events going through December. As a volunteer, you'll get valuable work experience, free entry to the events you work, and if you commit there will be some cool merch, drinks/food vouchers, and the possibility of networking in the arts and music business. We'd like you to put in minimum 4 hours per event you sign up for, we currently have 25 events going, so bring your responsible friends – Send your info to: spenardjazz@gmail.com"