

Positions Open to all Applicants

Employer: **The Alaska Center**

Job Title: **Conservation Canvasser**

Dates: 5/1/17- TBD

Closing: N/A

Contact: ryan_a@akcenter.org - Ryan Astalos

Website: <http://akcenter.org/about-us/job-opportunities/>

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: **Girl Scouts of Alaska**

Job Title: **Summer Camp Staff**

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

Closing: N/A

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: **Diamond Airport Parking**

Job Title: **Driver**

Dates: N/A

Closing: N/A

Contact: scott.mckinnis@diamondparking.com - Scott

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

Job Type: Full-time

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

Location: Anchorage, AK

Description: Drives mini-bus or van/shuttle to transport clients, by performing the following duties. Operate mini-bus, van/shuttle, plow truck, sander and/or snow blower, as required. Handle and stow all customer luggage in a proper and safe manner. Assist disabled passengers into and out of vehicle as needed. Operate disabled lift and secure wheelchair in restraints, if applicable. Additional duties and responsibilities as assigned.

Education: One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

Licenses: Valid state-issued driver's license and proof of insurance card. (Must be able to pass a company driving skills test.)"

Employer: **Student Conservation Association**

Job Title: **Conservation Internship**

Dates: 5/2017-8/2017

Closing:

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: **Kenai Fjords Tours**

Job Title: **Retail Display Coordinator**

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

Closing: N/A

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: N/A

Contact: ckrug@ahtours.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: N/A

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: <http://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: **Relief Individual Support Specialist**

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

Closing: N/A

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: N/A

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: **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: **Anchorage Fine Homes**

Job Title: **Real Estate Assistant**

Dates: ASAP

Closing: N/A

Contact: homes@hilaritylockhart.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 specific 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: 5/31/2017

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: N/A

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: **Camp Fire Alaska**

Job Title: **Senior Rural Program Staff**

Dates: 05/22/2017 – 8/2/2017

Closing: N/A

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: **Bell Person/Van Driver**

Job Title: **The Lakefront**

Dates: 5/2017 – 9/2017

Closing: N/A

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: 5/2017- 9/2017

Closing: N/A

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: N/A

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.
- What you need to perform this job successfully:
- Prior customer service required. Prior Front Desk or other hospitality experience preferred

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."