



907.245.1251

www.AlaskaAirmen.org

Administrative Intern

Part-Time (Morning 8am -12:30pm)/ (Afternoon 12:30pm- 5pm)

Job Description

The Alaska Airmen Association is looking for a fun, dynamic intern to join our team and work in a fast-paced environment! The Administrative Intern will help the Alaska Airmen Association with basic in-office administrative functions and help promote general aviation in Alaska while adhering to the mission and values of the Airmen. This is an unpaid internship, however there is potential for paid employment upon availability and completion of a successful internship.

Please direct questions and send resume, cover letter, & references to: intern@alaskaairmen.org

Requirements

- High School graduate
- Prior basic administrative experience preferred
- Organized, detailed, and creative individual
- Excellent verbal and written communication skills
- Excellent research skills with detailed focus with regards to the collection of information and data
- Must be proficient in Microsoft Excel, PowerPoint, Word, and Publisher
- Self-starter with self-disciplined time management skills and the ability to multi-task
- Must work well with team members and staff and be open to talking with and engaging with the Airmen's membership
 - + Experience in, knowledge of, or connections to the Aviation Industry a PLUS
 - + Experience with photography or graphic design a PLUS
 - + Experience with Adobe Photoshop / InDesign a PLUS

Job Duties

- Basic receptionist duties
- Social media management (Facebook, Instagram, LinkedIn etc.)
- Fielding raffle and membership calls
- Filing and organizing information and data
- Research aviation information and other info pertinent to the Alaska Airmen Association
- Assist in logistics, planning, and hosting events of various sizes

Benefits

- Flexible hours
- Work for academic credit with a college
- Networking and free admission to fly-ins and events
- Potential opportunity for statewide travel
- Letter of recommendation and career reference upon successful completion of internship
- Preference in future hiring decisions upon successful completion of internship

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.