

<b><u>Position</u></b>	Summer Internship
<b><u>Wage Range</u></b>	\$15.00/hour
<b><u>Location</u></b>	Anchorage, Alaska
<b><u>Status</u></b>	Temporary (40 hours week/8 weeks), Summer 2024
<b><u>Classification</u></b>	Hourly (Non-Exempt)

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## **Who are we?**

At the Alaska Children's Trust (ACT), we believe every child can grow up safe, happy, and able to achieve their dreams. As the lead organization focused on the prevention of child abuse and neglect, we strive to ensure children, youth, and families have the knowledge, skills, support, and resources to thrive. We achieve this by fostering intentional partnerships across our state, publishing key data and research to show inequities faced by Alaska's children, raising funds and committing resources, and advocating for change.

Learn more about who we are and what we do at our [website](#), on [YouTube](#), or social media ([Facebook](#), [Instagram](#)).

## **Position Summary**

ACT is seeking a dedicated individual for a paid summer internship to support ACT's work in preventing child abuse and neglect. The intern will have the opportunity to provide support to key programs like the Alaska Afterschool Network (AAN), assist with advocacy and community outreach, and work on fund development and communications. Individual's skills and professional goals will be matched with projects within ACT to provide a well-rounded learning experience.

## **Supervision**

This position will report directly to the program director related to their project.

## **Job Duties**

- Assist with project coordination.
- Does data entry and maintenance.
- Does communications and copy editing/writing.
- Assists with key initiatives, campaigns, or projects, including coalition management, research, and event planning.
- Performs other duties as needed and assigned.

## **Benefits to You**

- Valuable workplace experience and employment references upon completion of internship.
- Insight into the operations of nonprofits and their intersection with the political and economic spheres.
- Branch out from the for-profit sector and sample a career that puts service and charity above profit.
- Join the mission and work on behalf of children and families to prevent child abuse and neglect.
- See and appreciate the impact your work will have in your community.

## **Skills & Abilities**

- Ability to make decisions, engage in critical thought and problem solve
- Polite and professional listening, verbal, and written communication skills.
- Excellent analytical and interpersonal skills.
- High degree of integrity, honesty, confidentiality, and maturity.
- Proficient in the Microsoft Office 365 Suite (Outlook, Word, Excel, PowerPoint, SharePoint, OneDrive, Teams, etc.).
- Competence using other platforms like social media.

## **Requirements**

- Must be 16 years or older.
- Be able to start between May 13<sup>th</sup> -31<sup>st</sup> and work for 8 weeks (some flexibility depending on selected candidate).
- Must be able to work Monday to Friday, 9:00 am to 5:00 pm (40 hours/week) for 8 weeks.
- Must be able to coordinate daily (M-F) transportation to and from the ACT office (6591 A Street, Suite 110, Anchorage).

## **Work Environment and Physical Requirements**

- The work is primarily performed in an office building environment.
- While performing the duties of this job, the employee may be regularly required to stand, sit, talk, hear, reach, stoop, kneel, and use hands and fingers to operate a computer, telephone, and keyboard.
- The position requires the ability to independently speak, hear, see, and write legibly to understand and be understood.
- The position may require sitting or standing for prolonged periods of time at a desk, in meetings, or during travel for work.
- Occasional lifting, carrying, or moving of equipment, materials, luggage, etc. up to 50 pounds.

## **Notes**

- Diversity is a core component to the work at ACT. We are passionate about building and sustaining an inclusive and equitable environment for all employees. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.
- Jobs are dynamic, and assignments/priorities may change at any time without notice. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job, and identify performance measures and potential training needs. This description does not imply or create a contractual relationship. ACT is an at-will employer.

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Employee Name (Print)

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Employee Signature

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Date

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## **Application Guidelines**

- Interested, qualified applicants may send their cover letter and resume to: Sharon Samuels, [ssamuels@alaskachildrenstrust.org](mailto:ssamuels@alaskachildrenstrust.org).
- Position open until filled. First review of the applicants will be: April 26, 2024.