

Discover Denali Visitor Center

Job Description

2021 Student Intern Position



Applicant must:

- Be proficient with basic Google email, Facebook, Instagram
- Have organizational skills
- Be punctual
- Dress business casually
- Have reliable transportation to work
- Be comfortable appearing on video and interacting with public
- Be able to work unsupervised with a self-starter attitude
- Feel comfortable with calling and working with the public and membership

Duties will include:

- Daily visitor center duties, to include:
 - Answering phones
 - Preparing mailings
 - Answering emails
- Social Media Project
 - Develop a social media campaign (Discover Summer in Denali) to promote recreation and visitation in Alaska
 - Plan campaign content and production schedule for 12 weeks
 - Coordinate filming with membership as needed
 - Compiling film into publishable weekly or biweekly social media posts
- Create end of year presentation regarding internship

Project focused items:

- Identify project goals, create personalized social media plan based on those goals
- Creation of social media calendar, specifically for campaign.
- Researching needs for filming and editing
- Compiling film into quality presentations.
- Completing end of your presentation.

- ✓ A schedule of 20 hours per week, from June 1-August 20
- ✓ Summer schedule will be established with Intern input on completion of training
- ✓ Base salary is \$12/hr with summer bonus possibilities, if a minimum number of hours is worked

To apply: Please submit a letter of recommendation, resume and letter of interest, **before May 10th**.

You may submit to :

Discover Denali, PO Box 437, Healy AK 99743

or email director@discoverdenali.com