

CORPORATE SERVICES · JD-EMK-39

Shareholder Intern & Apprentice

JD NUMBER	JD-EMK-39
FLSA STATUS	Non-exempt · temporary, seasonal, or part-time
EEO CATEGORY	Varies by rotation assignment
REPORTS TO	Assigned unit supervisor daily · Human Resources Generalist for the program
LOCATION	Emmonak, AK · onsite
SUPERVISES	None
DEPARTMENT	Corporate · Workforce Development

POSITION SUMMARY

The Shareholder Intern & Apprentice program gives Emmonak Corporation shareholders and descendants paid, hands-on experience in the work that runs the Corporation. Participants rotate through assignments such as the Store, accounting, shareholder services, IT, and, for participants eighteen (18) and older, the Tank Farm. Each rotation is supervised, has written learning goals, and ends with an evaluation. The program builds the next generation of Corporation employees and leaders, and strong participants are encouraged to apply for open positions.

PROGRAM STRUCTURE

- **Terms.** Summer, school-year part-time, and post-graduation terms, typically eight (8) to twelve (12) weeks each.
- **Rotations.** One or more assignments per term, matched to the participant's interests and the Corporation's needs.
- **Supervision.** A named unit supervisor directs daily work. The Human Resources Generalist manages placement, goals, and evaluations. Until that position is filled, the President & CEO designates the program lead.
- **Pay.** Hourly, at or above the Alaska minimum wage, with overtime paid as required by law.
- **Youth employment.** Participants under eighteen (18) work only in assignments, hours, and duties permitted for minors under federal and Alaska law, and never in fuel handling or other hazardous work.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Complete assigned work in each rotation under the direction of the unit supervisor.
- Follow all safety rules, cash-handling controls, and confidentiality requirements.

- Complete required training before beginning each rotation.
- Meet the written learning goals set at the start of each rotation.
- Keep a short weekly work log and take part in mid-term and final evaluations.
- Represent Emmonak Corporation respectfully with customers, shareholders, and the community.

REQUIRED QUALIFICATIONS

- Emmonak Corporation shareholder or descendant of a shareholder.
- At least sixteen (16) years of age. Tank Farm rotations require participants to be eighteen (18) or older.
- Enrolled in high school, college, or a training program, or a recent graduate, or a shareholder or descendant seeking to enter the workforce.
- Dependability, willingness to learn, and respect for coworkers and customers.
- Ability to work onsite in Emmonak, AK during the term.

PREFERRED QUALIFICATIONS

- Interest in a career in business, accounting, fuel operations, retail, technology, or land management.
- Basic computer skills.
- Bilingual proficiency in Yup'ik and English.

POSITION FLEXIBILITY & GROWTH

This position description is not exhaustive. The employee is expected to perform other duties and responsibilities as required to support Emmonak Corporation's operations, its shareholders, and the communities it serves. Responsibilities and duties will evolve based on acquired skills, completed training, business needs, and opportunities identified by leadership. This position offers growth opportunities within Emmonak Corporation and the Emmonak Family of Companies for employees who demonstrate initiative, reliability, and continued professional development.

PRE-EMPLOYMENT SCREENING

Employment is contingent on the satisfactory completion of a pre-employment background check and drug screening. Continued employment is subject to periodic and reasonable-suspicion drug and alcohol testing in accordance with Emmonak Corporation policy and applicable federal contracting requirements (including DOT, FMCSA, and federal awarding-agency standards where applicable). Candidates must consent to these screenings as part of the application process.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

Physical requirements	Varies by rotation. May include standing for extended periods, lifting up to 40 lbs, and outdoor work in cold weather. Required PPE must be worn in all operating areas.
Work environment	Emmonak, AK. Corporate office, Store, Tank Farm, and other Corporation sites according to rotation.

EQUAL OPPORTUNITY & ANC HIRING PREFERENCE

Emmonak Corporation is an Equal Opportunity Employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law. Pursuant to ANCSA Section 7(b) and corporation policy, Alaska Native and American Indian shareholders and their descendants receive hiring preference where permitted by law. Emmonak Corporation exercises shareholder hiring preference consistent with ANCSA Section 7(i) revenue-sharing obligations and applicable federal law. Alaska Native shareholders and lineal descendants of shareholders are encouraged to apply and receive preference in hiring decisions for comparable qualifications.

Emmonak Corporation is an Alaska Native-owned 8(a)-pursuit firm and a Buy Indian Act-qualified Indian Economic Enterprise. ANCSA shareholders and descendants receive lawful hiring preference in accordance with 43 U.S.C. § 1626(g).

APPLICANT ACKNOWLEDGMENT

By signing below, I confirm that I have read this job description and understand the duties, qualifications, and working conditions of this position.

Signature

Date

Printed name