



## **CVRF Management INTERNSHIP – A 4-SITE Program**

711 H Street, Suite 200 Anchorage, Alaska 99501 Tel: (888) 795-5151 Fax: (907) 278-5150

### 4 – SITE

Thank you for your interest in the Coastal Villages Region Fund (CVRF) Internship Program. The internship program assists individuals from CVRF member communities to prepare themselves for management careers in the commercial fishing industry. The internships are structured to provide candidates with the opportunity to observe and participate in the work of one or more of the administrative departments of CVRF, or an affiliated fishing company when available.

#### **PROGRAM SUMMARY**

Interns report to senior professionals who act as their mentor. Interns learn technical and administrative skills through job assignments, instructional sessions with their assigned mentor, structured training course when available, and a variety of work or educational experiences when available such as on-site visits to vessels and fish processing operations as applicable.

Internships are structured based on an individual's interest and qualifications. Individuals with limited experience can qualify for internships at the advanced levels by starting with an entry-level internship and completing it successfully. Successful completion of a contract on a specified fishing vessel is a prerequisite for certain internships, but not for all. Nevertheless, CVRF strongly recommends that all operation intern candidates, who are physically able, complete at least one contract with a specified fishing company before beginning the internship.

Internship periods generally range from 3 to 12 months in duration. Interns are provided transportation, housing (if available), and an hourly pay (depending on experience).

#### **INTERNSHIP PROCESS**

Interns are given specific work assignments to be accomplished under the direction of their assigned supervisor and other department staff. Assignments are tailored to the level and rate of progress of each individual intern and are designed so as to expand the competency of each intern and to expose the intern to a broad range of work experience(s) as possible. An intern's performance is reviewed and documented periodically to ensure an on-going focus on communication and development of skills and abilities.

CVRF requires each intern to include special project assignment(s) directly related to one or more of CVRF's Community Development Plan (CDP) initiatives. Each intern will be involved in information gathering and project planning for a village based improvement project, of the intern's own design, which will support or compliment a goal identified in the CDP. Interns will work with various village entities (as necessary) to identify areas of improvement and to educate them on different ways that CVRF can be involved. The purpose of this type of assignment is two fold: 1) the intern experiences direct application of the technical skills s/he is learning; and 2) the village experiences directly benefit of CVRF's internship program, and becomes more knowledgeable about CVRF's programs in general.

Additionally, a CVRF employee conducts exit interviews for all interns. Interview topics include: quality of internship experiences; skills and knowledge acquired; and the intern's recommendation for program improvement.

## QUALIFYING FOR THE PROGRAM

We are looking for motivated individuals who have: achieved clarity about their long-term career goals; achieved a substantial personal investment (advanced schooling or training, obtaining work experience, etc.) toward achieving those goals; and a strong interest in working in the fishing industry. Applicants must have:

- resided in one of the Coastal Villages community, and be a bona fide Alaska resident;
- If the internship position requires advanced education, s/he must have completed at least two years of a post-secondary course of study preferably an Associates degree, Bachelors degree, or technical or vocational skill certification and/or licensing program, or three years general work experience in one or more of the following areas:
  - Biology
  - Business Administration
  - Economics
  - Engineering
  - Finance/Accounting
  - Government Relations
  - Human Resources
  - Industrial Safety
  - Information Systems
  - Marine Science
  - Marketing/Sales
  - Natural Resource Management
  - Office Administration
  - Operations Management
  - Purchasing
  - Rural Development
- consider working in the fisheries industry of the Yukon Kuskokwim Delta region of western Alaska at some point following the completion of their internship period(s).

## APPLYING FOR THE PROGRAM

To apply to the CVRF Internship Program, candidates must submit:

- a completed application
- a current resume
- copy of scholastic transcripts **or** ABLÉ
- two letters of recommendation from a local entity such as a tribal or city council, school board, or university, supporting your candidacy for the program and discussing your understanding of fisheries management as they relate to local business and rural development issues.
- an essay describing:
  1. your career goals.
  2. how the internship will help meet those goals.
  3. how your career goals will support the development of a fisheries management operation in the CVRF region.

## **CANDIDATES SELECTION and NOTIFICATION PROCESS**

CVRF's Internship manager and/or other CVRF senior management employee appointed by the Executive Director review internship applications. Candidates are selected based primarily on education and work experience, quality of the written essay, and a commitment to be employed in fisheries management. Especially desirable attributes include proven independence, financial stability, drug and alcohol free, and proficient English language skills. No more than two interns from the same village may be in training at the same time.

Individuals will be notified of their internship status by mail. If an individual is not accepted for an internship, s/he will be counseled on the necessary steps to be eligible for consideration in the future.

## **GENERAL INFORMATION**

Send application materials to:

Coastal Villages Region Fund  
Internship Program  
711 H Street, Suite 200  
Anchorage, AK 99501  
Tel: (907) 278-5151  
Toll free: (888) 795-5151  
Fax: (907) 278-5150

**COASTAL VILLAGES REGION FUND  
MANAGEMENT INTERNSHIP PROGRAM**

Type of Internship Applying for: \_\_\_\_\_

How did you hear of this internship? \_\_\_\_\_

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Available: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PERSONAL INFORMATION**

\_\_\_\_\_ Name

\_\_\_\_\_ Social Security Number

\_\_\_\_\_ Permanent Mailing Address

\_\_\_\_\_ Mailing Address (if different)

\_\_\_\_\_ Address while attending school

\_\_\_\_\_ Home phone number with area code

\_\_\_\_\_ Alternate Phone Number

Name of CVRF Community resided at: \_\_\_\_\_ # of yrs \_\_\_\_\_

**SCHOLASTIC INFORMATION**

Date of high school graduation or GED: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Name of high school

\_\_\_\_\_ Location or Address of high school

Currently enrolled in a: (check appropriate status)

Technical vocational school: \_\_\_\_\_

2 year college: \_\_\_\_\_ 1<sup>st</sup> year      \_\_\_\_\_ 2<sup>nd</sup> year

4 year college: \_\_\_\_\_ Freshmen      \_\_\_\_\_ Sophomore

\_\_\_\_\_ Junior      \_\_\_\_\_ Senior

**SCHOLASTIC INFORMATION cont'd**

\_\_\_\_\_  
Name of school

\_\_\_\_\_  
Location or address of school

\_\_\_\_\_  
Date of enrollment

\_\_\_\_\_  
Date of graduation

\_\_\_\_\_  
Degree Program (AA/BA/BS) (MA/MS) (Ph.D./JD)

\_\_\_\_\_  
Major

\_\_\_\_\_  
Minor

\_\_\_\_\_  
Academic Advisor

\_\_\_\_\_  
Certification or License

**WORK EXPERIENCE**

Have you ever worked for a Golden Age Fisheries, Coastal Villages Fishing Cooperative, Coastal Villages Seafoods, Westward Seafoods, Tyson's Seafoods, Icicle Seafoods, American Seafoods)? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please specify date	Which organization	
Position held	Supervisor's Name	
Other Employers	Type of work	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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**CAREER GOALS ESSAY**

(On a separate paper) Describe your career goals, how the internship will help you meet those goals, and how your career will support the development of a fishery's management operation in the CVRF membership region.

**STATEMENT OF HONESTY**

A.) Have you been convicted of a crime or completed a prison sentence within the last seven years? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: Conviction of a crime is not an automatic bar to employment. Factors such as the recency of the offense, the seriousness and nature of the violation, and any rehabilitation that was completed will be considered.

B) I certify that the facts and information in this application and in any attachments or supporting documents are true and completed to the best of my knowledge. I understand that any falsification, misrepresentation, or omission, as well as any misleading statements, will cause for denial or termination of internship or employment regardless of whom or how discovered.

Signature

Date

**OTHER INFORMATION**

Send completed application to:

Coastal Villages Region Fund  
Internship Program  
711 H Street, Suite 200  
Anchorage, AK 99501

Any questions contact:

Internship Manager  
(907) 278-5151  
Toll Free: (888) 795-5151  
Fax: (907) 278-5150