



612 W. Willoughby Ave., Suite B  
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SOUTHEAST ALASKA REGIONAL DEVELOPMENT ORGANIZATION

### **Job Announcement:**

Natural Resources Internship

**Organization Description:** Southeast Conference is the State of Alaska Regional Development Organization (ARDOR) and the federally recognized Economic Development District providing economic planning and technical assistance to communities and small business owners in Southeast Alaska. Through these designations, it is the responsibility of Southeast Conference to provide the economic development strategy for the region. An updated strategy is created every five years and reported on annually. Our mission is to support activities that promote strong economies, healthy communities, and a quality environment in the region.

Established in 1958, Southeast Conference continues to serve the region, working collaboratively with municipal, Tribal, and business leaders through an inclusive process. Through our membership network and our committee process we support local projects that will benefit the region and regional projects that will benefit the local communities. Our work has been focused on regional transportation policy and infrastructure; sustainable affordable energy for all Southeast Communities; growth of our marine supply and support industry; support for our mariculture, fishing, and fish processing industry; tourism, natural resource industries, sustainable food security; and workforce development. We have a 13-member, Board of Directors and more than a 200-membership roster of organizations and individuals that populate our many committees.

### **Job Description:**

- Provide support to the SEC Biomass Coordinator
- Coordinate the activities of the Alaska Wood Energy Development Task Group
- In collaboration with AEA and US Forest Service, identify and contact key stakeholders for participation in the Wood Biomass Task Group and manage the Memorandum of Understanding between stakeholders.
- Coordinate with AEA Biomass Project Managers and project proponents on planning and project development and provide logistical support.
- Assist AEA in providing technical assistance and project management for biomass projects in Alaska.
- Provide support to regional and statewide conferences such as the Alaska Wood Energy Task Group's statewide biomass conference and other educational forums or tours as needed.
- Data collection, management, and update of installed biomass heating facilities and feasibility assessments for projects that are viable to transition to shovel ready status.
- Creation of self-sustaining grant database for wood energy projects
- GIS Spatial Analysis of Installed facilities and proximity to resources/biomass production facilities as well as other special analysis to overlay with forest health and wildfire analysis.
- Other tasks as assigned

**Qualifications:***Preferred Education/Skills/Knowledge:*

- Bachelor's degree or relevant work experience or upper classman
- Strong communication skills (written and oral)
- Ability to work as a productive team member
- Exhibits personal passion for Southeast Conference's mission
- Familiar with GIS Software
- Flexible Hours (approx. 15-20 hours a week)
- \$20-25 per hr.

*Preferred Education/Skills/Knowledge:*

- Experience using Office suite
- Experience with economic development and emergency planning
- Knowledge of Southeast Alaska's communities

This is a one-year, grant-funded position that can be extended based on continued funding support. Southeast Conference offers the option of a balanced onsite/offsite workplace and has a Covid-19 workplace policy that follows all local and state mandates.

**Application Materials:**

- Cover letter
- Resume
- Contact information for three or more professional references

**Submit materials to:** [robert@seconference.org](mailto:robert@seconference.org)

**Contact Information:** Applications will be accepted until the position is filled.

**Contact Information:**

Robert Venables, *Executive Director*

**Southeast Conference**

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