



Donlin Gold is recruiting a *Summer Intern* in Bethel, Alaska for one of the world's largest undeveloped gold deposits, owned and operated by Donlin Gold LLC, which is owned equally by NOVAGOLD Resources and Barrick Gold U.S.

SUMMARY OF POSITION

The Summer Intern will be located in Bethel and the work schedule will be Monday through Friday from 8:00 am to 5:00 pm from June to August 2019. The position will assist the Community Relations Coordinator with administrative tasks, data entry and other duties as assigned.

KEY RESPONSIBILITIES:

- Comply with safety, environmental and Company policies and procedures.
- Provide administrative assistance to the Community Relations Coordinators as required.
- Conduct data entry into the FileMaker Pro and other Donlin Gold database systems.
- Participate in summer safety initiatives. Travel with DGLLC Community Relations staff to local villages to assist with distribution of summer safety items. Prepare safety bags and delivery of materials.
- Host DGLLC staff and visitors in Bethel.
- Forward employment applications to human resources as required.
- Other duties as assigned.

EDUCATION/EXPERIENCE/QUALIFICATIONS;

- High School Diploma and enrolled in a post-secondary (certification) or other related degree program.
- Proficient in Microsoft Word, Excel, and other related software preferred.
- Candidate must possess effective interpersonal skills and interact in a positive manner with communities located in the YK region.

If you are interested in this opportunity, please complete an application or send a cover letter and resume to jobs@donlinGold.com or mail to:

Human Resources
Donlin Gold LLC
4720 Business Park Blvd
Suite G-25
Anchorage, Alaska 99503
Fax: (907) 561-1805