

# Totem Times

MARCH 2012



**CAPE FOX**  
CORPORATION

## Calling all future leaders:

### **The CFC Internship Program wants YOU**

The Cape Fox Corporation Intern Program is gaining momentum as its first interns set the stage for their own – and the program's – future success. Three interns are currently participating in the program: Crystal Blair, 20, of Saxman Native Village; Daniel Williams, 20, of Metlakatla; and Gabriella Daniels, 25, of Saxman. Crystal Blair and Daniel Williams intern in office administration for the CFC Federal Contracting Group in Anchorage. Gabriella (Gabe) Daniels works at Ketchikan Title Agency in Ketchikan.

All started interning in October 2011. Internships are temporary part-time positions offering a minimum of 20 hours a week of work experience developing marketable skills. The program launched in Anchorage May 2011 and began taking applications last June. Each internship opportunity lasts from three months to one year. Future programs are planned for Manassas, Virginia, and other project locations.

### **Best practices, structure and support**

Although Cape Fox is not the first Alaska Native corporation to introduce an internship program to its shareholders, the Cape Fox program was developed using best practices gleaned from other Alaska Native corporation internship programs with a focus on providing direct benefits and lasting value not only to CFC shareholders but to the corporation, as well. According to CFC Board Chairman Clifford Blair, "This program was developed to help our shareholders gain meaningful employment training and become future leaders."

From the program's inception, the CFC management team was poised to provide executive-level support and structured hands-on learning environment that are key to ensuring each intern has a positive, productive experience. The program even offers career planning. Says program supervisor Debbie Smith, "We are helping interns develop job skill sets, so those who may be interested in the program but don't think they are qualified, should reconsider."



*Crystal Blair*



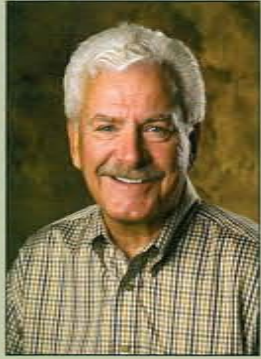
*Daniel Williams*



*Gabriella Daniels*

## MESSAGE FROM THE CEO

### First Interns Are Adjusting Well to Program



With the introduction of Cape Fox Corporation's intern program last June, it was time for a 6-month review. I am pleased to report the program is making great strides in the education and development for the shareholders with the commitment to complete their work program.

This issue of Totem Times is featuring the first three interns to the program Cape Fox put in place in June, 2011. We initiated our internship program at that time and have two interns in Anchorage and one in Ketchikan.

So far the expectations management set out for program standards are looking good.

Each intern receives executive level support and a hands-on learning experience along with a detailed work plan, flexible work schedule, and a financial grant if a student intern. Cape Fox gets the benefit of an intern who wants to learn and assist management with a variety of tasks. It gives them a front seat view of the business acumen used by Management to properly run the Corporation and its subsidiaries.

It's a win-win situation.

The three interns may actually be our best recruiters for additional interns. I urge our interns to talk to their peers and friends and other shareholders about the program. And I urge our shareholders to look at this opportunity with an open mind for his or her own future.

Cape Fox Corporation will continue to strive to provide internships in Alaska and in the future in Manassas, Virginia.

Michael E. Brown, CEO

# Can you fill these jobs?

**Assistant Store Supervisor:** Some of the responsibilities for this position include opening and/or closing the store, counting tills, maintaining an orderly environment and general supervision of the employees working in the store in cooperation with the main store supervisor. This person will need to be able to work under some pressure, be assertive when need be, dependable, be a people person and above all be friendly, even when it's difficult.

**Tour Host/Store Clerk:** The employees will be rotated through the tour site, either as a tour host, presenter, cashier or working on the floor stocking as needed and assisting visitors in the store. If you worked in the store in previous years and have a genuine fear of public speaking, don't worry, we would never ask you to do something you are not comfortable with. We just need all staff to know all the information of our tour.

**Driver Guide:** This is a new job that we are currently offering. This position requires first hand knowledge of the culture and environment, able to control a group of people of up to 21 guests, must have a CDL with a passenger endorsement and have your health card and CPR card up to date.

**Assistant Tour Supervisor:** This position will require dependability and flexibility. You will be assisting the Tour Supervisor to keep the tour moving in an orderly fashion, help with any problems that may arise and relieve the supervisor for day's off as well as breaks.

**Child Supervisor:** This position is for the young children dancers. This person needs to have a lot of patience and able to work very well with young kids, ensure safety, snacks on long days, watch hours of the kids and at times just being a kid yourself with the kids.

For applications please pick up your application at the Village Store in Saxman.

## Leaders *continued*

The interns working in Anchorage assist the Chief Administrative Officer with Small Business Administration 8(a) annual reporting and are being trained in completing an 8(a) application for an operating company.

### Practical experience, earned confidence

By providing practical work experience and boosting job confidence, the program encourages participants to achieve long-term career and employment goals. This real-world experience complements each intern's educational endeavors while providing a means for wage-earning. CFC provides additional financial grants for those interns attending school while enrolled in the internship program. Student interns can receive a \$1,500 stipend each semester they are in school, which may include enrollment in college or a vocational/technical program.

Although a number of students participate in the program, internships are available to non-students, as well. "We want to emphasize that you don't have to be a student to participate, and we encourage any interested shareholder age 18 or older to apply," says Smith.

For some interns who aspire to work for a Native corporation, like college student Crystal Blair, who works in the Anchorage office, the experience offers a head start. "This internship is helping me achieve my life goals by giving me stepping stones to jumpstart my career," says Blair. "By working closely with the CEOs of Cape Fox Corporation, I am able to see what they do on a daily basis and apply it to my school work. It takes hard work to run a company, even one as small as Cape Fox Corporation."

The program is changing some interns' preconceived notions about what it means to do administrative work. "Working in a small office isn't as bad as I had previously thought,"

says Daniel Williams. "I have been working in the Anchorage office for several months learning about the things that need to be done within different levels of the company. What I like best is that I'm learning skills in a work environment that I'm not accustomed to. It's a great learning experience."

### "You can do the impossible"

In addition to honing administration skills in a professional setting, interns are learning valuable life lessons, as well. Says Blair, "I've learned about myself during my internship. I am a hard worker, but I know I cannot take on everything at once, and I cannot always make everyone happy." Practical lessons like these are one of the unique benefits of the internship program.

Gabe Daniels also credits the internship program with teaching her some important career and life lessons. "I find in the business world there is a lot of networking and putting the business name out there, to show what there is to offer. So I apply that to myself, network and put myself out there--show what I have to offer."

Crystal Blair has some advice for anyone considering an internship. "You can do things that you think are impossible. Going to school is not as hard as it may seem. With the help of this particular internship, I was able to go to college and go to work at the same time with no hassle."

Debbie Smith agrees. "The opportunity and the means are there," says Smith. "You just have to get involved in the program."



George Bernardy and Crystal Blair

## HOW TO APPLY

Interested shareholders may request an application form by contacting Shareholder Services at [intern@capefoxcorp.com](mailto:intern@capefoxcorp.com). Each applicant will be required to respond to essay questions, provide a copy of their last official school transcript, a letter of recommendation, a current resume and a completed CFC application for employment.

If selected to participate in the CFC Internship, applicants may be required to participate in a pre-employment drug test. All intern positions are part-time and non-exempt and are without company benefits.

The program has an open enrollment with no deadline dates. All positions are open until filled by qualified applicants. Information about this program is available on the CFC website [www.capefoxcorp.com](http://www.capefoxcorp.com).



# WANTED: MOTIVATED INTERNS

## We Are Looking for Qualified Applicants

If you have what it takes email us your name,  
email address and request for application.  
Email: [intern@capefoxcorp.com](mailto:intern@capefoxcorp.com)



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