



## Recruitment Bulletin 2021

### Firm

APCM Wealth Management for Individuals (AWMI) is the private wealth division of the parent company Alaska Permanent Capital Management (APCM). APCM was founded in 1992 by David Rose, a former Executive Director of the Permanent Fund. APCM is an independent investment manager and advisor. APCM's current clientele is comprised of institutions in the public and private sectors as well as individuals throughout the state of Alaska. With a staff of 26, the firms manage approximately \$4 Billion of customized portfolios.

### Internship description

The intern will gain hands on experience with financial planning and investment management with AWMI. The intern will work with the firm's staff on projects relating to marketing, client planning and deliverables, and investment management projects. Projects may include:

- Assisting with marketing pieces
- Researching technology
- Assisting with coordinating client events
- Revamping quarterly presentation materials
- Using or modeling spreadsheets, databases, or qualitative data related to the portfolios
- Working with financial strategy programs, such as MoneyGuide Pro
- Researching and supporting client delivery
- Proofreading and posting company blogs
- Updating client portfolios
- Other tasks and projects may be assigned as well

Dependent on the firm's needs at the time of the internship and based on the skills of the intern, they will be exposed to and have responsibilities for multifaceted duties and activities supporting the organization and its clients. This individual must be detail oriented and possess excellent social, organizational, written, and verbal communication skills.

### Qualifications

The prospective intern must be a resident of Alaska or an Alaskan attending school inside or outside of Alaska. A Graduate student or students in their junior or senior year working towards their Bachelor's degree will be considered. Prospective interns must have a strong interest in private wealth management or marketing. Recent undergraduate course work should emphasize a money management related field such as marketing, economics, business administration, accounting, or finance with a cumulative GPA of at least 3.0 in their major. The prospective intern must have excellent customer service skills, a high degree of motivation and initiative, a good working knowledge of Windows operating systems, and be proficient in Word, Excel, and Power Point programs.

**Internship location**

Anchorage, AK

**Duration**

Spring, Summer, or Fall Semester

**Wage**

\$17/hour – Flexible 29-hour work week

**Travel and housing**

No Travel or housing is provided.

Parking is provided.

**Application and method of delivery**

Prospective interns should submit [via email](#) : a cover letter, a resume, and copies of college transcripts

**Deadline**

Revolving deadline. Contact Amber Frizzell, [amber@apcm.net](mailto:amber@apcm.net)

**Contact:**

Ms. Amber Frizzell

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