Company Mission

"To be the leading and most influential landscaping company in Alaska by ethically and professionally providing a wide range of property enhancement services to meet customer needs throughout Alaska for years to come."

About Kelly Lawn & Landscaping

Kelly Lawn and Landscaping, LLC is an Anchorage based landscape construction, lawn care, and snow removal company owned and operated by Colby Kelly. It was founded in 1999 intending to provide honest service, integrity, and hard work ethic. We have crews that service our landscaping construction division, property maintenance division, and snow removal.

Steady growth has been due to repeat customers serviced by our dependable staff making it possible to build on our client list each year. Every new service we offer is backed by a foundation of knowledgeable people, the right equipment, and financially sound business practices.

Please visit our website for more information: www.kellyllc.net

Internship Program Description

The Internship Program with Kelly Lawn and Landscaping is located in Anchorage, Alaska and offers the opportunity to work, learn, and grow in one of the most beautiful places in the world. The following items detail the program offerings and any questions or concerns can be directed to Tera Molletti (Office Manager) or Colby Kelly (Owner) at 907-441-8923 or e-mail to office@kellyllc.net.

- Interns will be placed in a position with the company where they have the most experience
  - Interest in other fields will be considered
- Dates of Internship: Beginning of May – End of October (or when needing to return to school)
- Spring Orientation BBQ – Meet & Greet will be held in May
- All Positions: 40 – 50 hours per week
- Landscape Interns: (2-4 positions available) - $12-18/hour DOE
  - Heavy Equipment Operation: Skid Steer, Excavator, Loader
  - Site Work: Grading, hard scape, pavers, walls, plantings
- Literature and some brief conversation on bidding and job tracking provided
- Ability to meet with landscape estimators and see the process of a landscaping job
- Leadership opportunities available pending performance

- **Maintenance Interns:** (2-4 positions available) - $12-18/hour DOE
  - Commercial and residential properties – HOA’s, campus maintenance, road side projects, residential properties
  - Pest control applicators desired (any other certifications should be noted)
  - Chemical application
  - Ability to meet with the maintenance manager to see the process of scheduling and tracking crews using QXpress.

- **Landscape Customer Relations Intern:** (1 position available) - $12-18/hour DOE
  - Customer Service
  - Scheduling bids
  - Job Screening
  - Answer customer questions pertaining to landscaping
  - Update Job Performances and track profit/loss per job

- **Airfare:**
  - A one-way ticket will be purchased for your arrival to Alaska.
  - A return ticket home may be provided if we wish to extend an offer to return the following year.

- **Housing:**
  - Housing arrangements will be made prior to arrival – Campus (dorm style) housing at local university or furnished apartment.
  - Rent: $600/month per person – furnished unit
    - No security deposit required
  - Your last paycheck will be held until housing has been reviewed to be satisfactory and no damages, etc. have been caused

- **Transportation:**
  - If housing is close to office, no transportation will be provided. The people mover is available, bikes, walking, etc. If housing arrangements are farther away from the office, transportation arrangements will be made.

**How to Apply:**
- Visit our website ([www.kellyllc.net](http://www.kellyllc.net)) and submit an employment application with reference to “Internship Program”
- Submit resume with references to office e-mail
- Provide a 1-page description of experience in the field, qualifications, dates of availability and what you would like to accomplish while involved with the Internship program

*We will be selecting applicants by March 25th and you will be notified of selection by April 1st – Submit completed application, resume, and description of experience as soon as possible.*