

BBEDC / United Tribes of Bristol Bay Outreach Assistant

Requirements:

- ⇒ A resident of a BBEDC CDQ community
- ⇒ Must be 18 years or older
- ⇒ Work independently with attention to detail
- ⇒ Excellent communication (written & oral) skills
- ⇒ Willing to travel
- ⇒ Familiar with Social Media

Duties: (Assisting UTBB with:)

- ⇒ Outreach booth and raising awareness
- ⇒ Assist with material and media development
- ⇒ Assist with general office duties (phone, banking, travel and board meetings)
- ⇒ Maintain and create communications
- ⇒ Social media maintenance
- ⇒ Communicate and work cooperatively with coalition partners
- ⇒ Other duties as assigned

Duration & Compensation:

- ⇒ February 19, 2019 -- June 7, 2019
- ⇒ \$20.00 per hour
- ⇒ 40 hours a week



BBEDC will be accepting applications until

5 PM, February 15, 2019

For an application please contact BBEDC at 842-4370

