

BBEDC/ ADF&G, Subsistence Division

Youth Intern-Office Assistant

Requirements:

- ✚ BBEDC CDQ community resident
- ✚ Must be 14-17 years old
- ✚ Basic knowledge of office equipment; copier, fax machine, printer, computer/internet
- ✚ Punctual and dependable
- ✚ Able to work independently or in a group
- ✚ Great organizational skills
- ✚ Excellent attention to detail

Duties:

- ✚ Participate in preserving historical Bristol Bay subsistence fishing records
- ✚ Filing, copying and scanning information
- ✚ Organize and maintain clerical record logs
- ✚ Maintain historical tracking system
- ✚ Contribute to a positive work environment
- ✚ Other duties as assigned

Compensation:

- ✚ \$13.19 per hour
- ✚ 15 hours per week
- ✚ March - July 2019
- ✚ **Position is located in Dillingham**



BBEDC will be accepting applications until 5:00 PM on March 29, 2019. For an application or more information please contact BBEDC at (800) 478-4370

