

# **BBEDC/Little Angels Childcare Academy Bristol Bay Fish Expo Coordinator**


## **Qualifications:**

- ✓ A resident of a BBEDC CDQ community
- ✓ Must be 18 years old or older
- ✓ A demonstrated history of promptness, dependability and flexibility in one's work environment
- ✓ Ability to work independently as well as in a group setting
- ✓ Excellent verbal & written communication skills
- ✓ A working knowledge of common office equipment
- ✓ Strong organizational skills

**BBEDC will be  
accepting  
applications until  
the position is filled**

## **Duties:**

- ✓ Organize & assist in running Bristol Bay Fish Expo events including opening and closing activities, speed-hiring, fashion show, live/online/silent auctions
- ✓ Maintain an accurate and up-to-date record of donations and sponsorships
- ✓ Maintain website and Facebook information
- ✓ Solicit businesses for donations and event sponsorships
- ✓ Coordinate and train volunteers
- ✓ Enter data and maintain database
- ✓ Process cash, checks, credit cards and prepare bank deposits
- ✓ Maintain records for budgeting, invoicing, online payments, donations, reconciling accounts and QuickBooks management
- ✓ Ability to work flexible hours as needed
- ✓ Ability to do physical activities including moving objects and standing for longer periods

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- PROJECT  
COORDINATOR**
- ✓ \$20.00 - \$25.00 per hour DOE
  - ✓ 40 hours per week with possible overtime
  - ✓ March 18<sup>th</sup> – July 5<sup>th</sup>