

KDLG Fundraiser Coordinator

BBEDC / Dillingham City School District
Seasonal Employment

Qualifications:

- A resident of a BBEDC CDQ community
- Must be 18 years old or older
- High School Diploma or GED
- An employment history of promptness, dependability, and flexibility in one's work environment
- Excellent verbal & written communication skills
- A working knowledge of Microsoft software
- Strong organizational skills

Duties:

- Organize & assist in running the annual Membership Drive
- Maintain an accurate and up-to-date record of donations
- Purchase & maintain inventory of station premiums and coordinate sales
- Solicit businesses for donations
- Coordinate and train volunteers for Membership Drive
- Enter data and maintain database
- Process cash, checks, credit cards, and prepare bank deposits
- Mail out bills, thank-you letters, and items after the Membership Drive
- Other duties as assigned

Compensation:

- \$21.46 per hour
- 40 hours per week
- Possible overtime
- May - July 2021
- Up to 12 weeks of employment

BBEDC will be accepting applications until the position is filled.

**For more information,
contact BBEDC at
907-842-4370**