

# OFFICE ASSISTANT

## BBEDC / EKUK VILLAGE COUNCIL YOUTH INTERNSHIP

### Qualifications:


- **BBEDC CDQ Community Resident**
- **Must be 14-17 years old**
- **Able to lift up to 50lbs**
- **Must have strong interpersonal skills**
- **Must enjoy working with people**
- **Able to work independently with minimal supervision**
- **Able to organize and complete tasks in a timely manner**

### Duties:

- **Answer telephone calls and take messages**
- **Maintain complete, accurate, and readily available files**
- **Open and sort mail**
- **Other duties as assigned**

### Compensation:

- **\$12.00 per hour**
- **35 hours per week**
- **June - July 2021**
- **Up to 9 weeks of employment**



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

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