Outreach Assistant
BBEDC / United Tribes of Bristol Bay
Seasonal Employment

Qualifications:
- BBEDC CDQ community resident
- Must be 18 or older
- High School Diploma or GED equivalent
- Motivated and be able to work independently
- Basic computer skills
- Able to work with attention to detail
- Excellent written and oral communication skills
- Good people and organizational skills
- Must be able to work remotely in a digital space
- Able to process and circulate current events

Duties:
- Produce and manage creative content for social media
- Assist with summer outreach & education needs in the Bristol Bay region
- Assist with general office duties including: administrative/clerical duties, travel, phone banking, swag orders, board meetings, etc.
- Other duties as assigned

Compensation:
- $23.00 per hour
- 40 hours per week
- May - September 2022
- Up to 16 weeks of employment

BBEDC will be accepting applications until the position is filled.
For more information, contact BBEDC at 1-907-842-4370
or UTBB at 1-907-842-1687