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# OFFICE ASSISTANT

BBEDC / CITY OF TOGIAK  
YOUTH INTERNSHIP

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## QUALIFICATIONS

- BBEDC CDQ COMMUNITY RESIDENT
- MUST BE 14-17 YEARS OLD
- ABLE TO MAINTAIN A POSITIVE ATTITUDE WITH CITY EMPLOYEES
- MUST BE PUNCTUAL AND DEPENDABLE
- ABLE TO WORK WITH A TEAM AND INDEPENDENTLY
- HAVE A BASIC KNOWLEDGE OF OFFICE EQUIPMENT

## DUTIES

- FILE AND ORGANIZE DOCUMENTS AND ASSIST IN CREATING FLYERS WHEN NEEDED
- ANSWER PHONES AND TAKE MESSAGES
- PREPARE WORK ORDERS FOR CUSTOMERS
- COMPLETE ERRANDS AS NEEDED FOR DAILY OFFICE OPERATIONS
- OTHER DUTIES ASSIGNED

## COMPENSATION

- \$16.00 PER HOUR
- 30 HOURS PER WEEK
- JUNE - JULY 2026
- UP TO 6 WEEKS OF EMPLOYMENT

BBEDC WILL BE ACCEPTING APPLICATIONS UNTIL THE POSITION IS FILLED.

FOR AN APPLICATION OR ADDITIONAL INFORMATION, CONTACT BBEDC AT  
1-800-478-4370