

OFFICE ASSISTANT

BBEDC / EKWOK NATIVES LIMITED YOUTH INTERNSHIP

QUALIFICATIONS

- BBEDC CDQ COMMUNITY RESIDENT
- MUST BE 14-17 YEARS OLD
- MUST HAVE A BASIC KNOWLEDGE OF GOOD PHONE ETIQUETTE
- ABLE TO WORK AND INTERACT WITH CO-WORKERS, PUBLIC, AND SUPERVISOR IN A PROFESSIONAL MANNER
- ABLE TO SIT FOR LONG PERIODS OF TIME

DUTIES

- ANSWER AND DIRECT INCOMING PHONES CALLS
- ASSIST RESIDENTS OVER THE PHONE
- PREPARE BOARD MEMBER PACKETS FOR MEETINGS
- ASSIST SUPERVISOR WITH BOARD MINUTES
- OPERATE COPY MACHINE, FAX MACHINE, AND CALCULATOR
- RECORD DAILY SALES STORE LOGS
- OTHER DUTIES AS ASSIGNED

COMPENSATION

- \$15.00 PER HOUR
- 20 HOURS PER WEEK
- JUNE - SEPTEMBER 2026
- UP TO 16 WEEKS OF EMPLOYMENT

BBEDC WILL BE ACCEPTING APPLICATIONS UNTIL THE POSITION IS FILLED.

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

