

OFFICE INTERN

BBEDC / ALASKA DEPARTMENT OF FISH & GAME SEASONAL EMPLOYMENT - DILLINGHAM

QUALIFICATIONS:

- BBEDC CDQ COMMUNITY RESIDENT
- MUST BE 18 OR OLDER
- ABLE TO WORK WITH THE PUBLIC IN A PROFESSIONAL MANNER
- HAVE BASIC OFFICE AND COMPUTER SKILLS
- ABLE TO WORK IN HIGH ENERGY OFFICE ENVIRONMENT

DUTIES:

- ASSIST THE PUBLIC AT THE FRONT COUNTER
- ANSWER PHONE CALLS AND DIRECT QUESTIONS TO STAFF
- HELP SET UP THE FIELD CAMPS AND SAMPLING AREAS
- LEARN HOW THE DATA IS COLLECTED AND USED TO MAKE FISHERIES MANAGEMENT DECISIONS
- SHOP AND DISTRIBUTE ORDERS FOR ADF&G CAMP SITES
- ORGANIZE, PACKAGE, AND MAINTAIN INVENTORY OF SUPPLIES
- ASSIST WITH PROCESSING FISH TICKETS
- HELP MONITOR SUBSISTENCE HARVEST AT LOCAL BEACHES
- OTHER DUTIES AS ASSIGNED

COMPENSATION:

- \$23.00 PER HOUR
- 40 HOURS PER WEEK WITH POSSIBLE OVERTIME
- 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 1-907-842-4370**