

# SEASONAL OFFICE ASSISTANT

BBEDC / NAKNEK NATIVE VILLAGE COUNCIL  
SEASONAL EMPLOYMENT

## QUALIFICATIONS:

- BBEDC CDQ COMMUNITY RESIDENT
- MUST BE 18 OR OLDER
- HIGH SCHOOL DIPLOMA OR GED PREFERRED
- STRONG ORGANIZATIONAL AND COMMUNICATION SKILLS
- BASIC COMPUTER SKILLS (MICROSOFT OFFICE, EMAIL, DATA ENTRY)
- ABLE TO WORK INDEPENDENTLY AND AS PART OF A TEAM
- HAVE A PROFESSIONAL AND RESPECTFUL DEMEANOR WHEN INTERACTING WITH THE PUBLIC
- ABLE TO MAINTAIN CONFIDENTIALITY
- PRIOR EXPERIENCE WORKING IN AN OFFICE PREFERRED
- FAMILIAR WITH TRIBAL ORGANIZATIONS OR COMMUNITY PROGRAMS PREFERRED
- PRIOR EXPERIENCE WITH SCHEDULING TOOLS OR BASIC BOOKKEEPING PREFERRED
- ABLE TO LIFT UP TO 25LBS AND PERFORM LIGHT PHYSICAL ACTIVITY WHEN NEEDED
- ABLE TO WORK EVENINGS OR WEEKENDS WHEN NEEDED

## DUTIES:

- PROVIDE FRONT DESK SUPPORT BY GREETING VISITORS AND ANSWERING PHONE CALLS
- ASSIST WITH FILING, SCANNING, COPYING, AND ORGANIZING DOCUMENTS
- MAINTAIN ACCURATE RECORDS AND ASSIST WITH DATA ENTRY
- SUPPORT STAFF BY SCHEDULING OF MEETINGS, EVENTS, AND APPOINTMENTS
- ASSIST WITH THE PREPARATION OF MEETING MATERIALS, AGENDAS, AND SIGN-IN SHEETS
- HELP COORDINATE COMMUNITY EVENTS AND PROGRAMS (SET-UP, CLEAN-UP, LOGISTICS)
- MONITOR AND RESTOCK OFFICE SUPPLIES AS NEEDED
- ASSIST STAFF WITH GENERAL ADMINISTRATIVE TASKS AND SPECIAL PROJECTS
- PERFORM LIGHT CLEANING AND ORGANIZATION OF OFFICE SPACES AS NEEDED

## COMPENSATION:

- \$20.00 PER HOUR
- 40 HOURS PER WEEK
- JUNE - AUGUST 2026
- UP TO 12 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**