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Outreach Coordinator Intern

The Outreach Coordinator Intern / Program Assistant with the Yukon River Drainage Fisheries Association (YR DFA) works on a variety of programs and tasks that keep people along the Yukon River involved in Yukon River fisheries management. The Outreach Coordinator works to gather information from Yukon River tribal councils, village representatives, and other stakeholders on issues impacting their lives in rural Alaska. The Outreach Coordinator assists with In-season management summaries, membership recruitment, fundraising, and marketing to involve people from the Yukon River in fisheries management, monitoring and assessment. The Outreach Coordinator Intern will also assist other programs at YR DFA on an as needed basis.

Key Objectives and Responsibilities:

1) Build skills in fundraising development, implementation, and marketing.

- Update mailing list when needed
- Update Vertical Response listserv
- Create social media posts; i.e. Facebook and website
- Recruit membership for YR DFA
- Write letters requesting donations
- Organize an on-line auction

2) Communicate with Yukon River communities and individuals.

- Recruit for 2 young fishers for YR DFA Board
- Call tribal councils and cities to assist with YR DFA programs and projects such as elections and in-season salmon management teleconferences.

Skills and Qualifications

- Firm grasp of available tools and platforms in the social media arena
- Good written and oral communication
- Must be computer literate (working knowledge of word processing and Excel)
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Able to work with little to no supervision

Seasonal Dates: June-August 2020

Hours: Flexible hours; 4-6 hours a day

To Apply: Please submit a letter of interest in the position along with your resume with recommendations to serena@yukonsalmon.org