

## Big Brothers Big Sisters Bowl for Kids' Sake Coordinator

Big Brothers Big Sisters of Alaska matches children and youth aged 6 - 18 (older in some programs) with caring volunteers who we recruit, screen and provide ongoing training and support for in order to form relationships that help children succeed in school and in life. Our mission is to provide children facing adversity with strong and enduring, professionally supported 1-to-1 relationships that change their lives for the better, forever.

We are currently seeking a part-time temporary coordinator for our Bowl for Kids' Sake (BFKS) fundraiser; BFKS held on April 7th.

Duties include:

- Follow up with and confirm local sponsors
- Track sponsorships and local prizes
- Prepare and track collaterals for the event (signage, forms, etc)
- Confirm event details with the Taku Lanes
- Work with the Juneau Development Team to create new prospect opportunities for team captains and sponsors for the 2012 BFKS and upcoming events
- Other related duties as assigned by the Juneau Development Team

Qualifications and Education Requirements:

High School Diploma or GED. Must have reliable transportation, valid driver's license, meet state required automobile insurance minimums, and pass background check. Proficiency in Microsoft OFFICE; including Word, Outlook, and Excel.

Preferred Skills:

Experience with fund development or fundraising a plus. Goal-driven approach to work with a demonstrated ability to develop a rapport with individuals from diverse sectors. Persuasive written and face-to-face verbal communication skills. Ability to successfully work in a team environment. Enthusiasm, positive sense of humor and can-do attitude.

Salary: \$15/hr. Employee will work approximately 250 hours over 12 weeks (February through beginning of May).

Closing date: January 13, 2012

To apply, send completed application, found at [www.bbbsak.org/careers](http://www.bbbsak.org/careers), and resume to [caitlyn.mclaughlin@bbbsak.org](mailto:caitlyn.mclaughlin@bbbsak.org); questions call 907-586-3350.