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| Job Title of this Position | Graphic design/ marketing position |
| Name of Organization | GreenWorks Realty |
| Website | www.greenworksrealty.com |
| Job Location Address | 7406 Greenwood Ave N Suite A Seattle WA 98103 |
| Contact / Supervisor | Audrey Triantafillidis |
| Phone Number | 206-283-8181 |
| E-mail | info@greenworksrealty.com |
| <u>Hourly Pay Rate</u> (indicate a range) | |
| Employment Period | Summer Only [] Academic Year [] Summer & Academic Year [x] |
| Hours per week | Summer: full time program 40 hrs/wk [] PT program up to 19 hrs/wk [x] Academic Year: up to 19 hrs/wk [x] |

Nature of Business or Organization:

GreenWorks Realty is a full-service real estate agency for both green and traditional properties. We serve communities throughout Washington with agents in Seattle, Olympia, Bainbridge and North Kitsap County. GreenWorks was the first regional company to specialize in green and community-focused housing.

www.greenworksrealty.com

Duties and Responsibilities:

Work under the direction of Office Manager to accomplish company goals by updating marketing materials, ensure consistent branding is maintained throughout company collateral, create customized office documents, track industry related media highlights and provide outreach for marketing/media opportunities. See a full Position Description attached.

Minimum Qualifications:

At a minimum candidate will have intermediate-advanced skills using MS applications with proficiency in navigating Adobe suites to resize images; create professional flyers/marketing materials; website graphics and have HTML experience? Candidate should have practice in managing a contact database and have excellent written communication skills with ability to create systems for organizing media outreach correspondence and tracking marketing deadlines.

Educational Benefits:

The position will provided educational benefits via exposure to real estate, green development/real estate and provide work experience as graphic design/marketing point person for a small business. The office environment is fast paced and professional.

(For Work Study Office Use Only)

JOB NUMBER **65GWR01**

REIMBURSEMENT RATE: FEDERAL _____% **STATE 65** %