

Job Title of this Position	Operations Assistant
Name of Organization	International District Housing Alliance
Website	www.idhousingalliance.org
Job Location Address	606 Maynard Ave S, Suite 105, Seattle WA 98104
Contact / Supervisor	Miya Forrest
Phone Number	206-623-5132 ext. 326
E-mail	miya@apialliance.org
<u>Hourly</u> Pay Rate (indicate a range)	\$9.00 – \$10.00 DOE
Employment Period	Summer Only [] Academic Year [] Summer & Academic Year [x]
Hours per week	Summer: full time program 40 hrs/wk [x] part time program up to 19 hrs/wk [] Academic Year: up to 19 hrs/wk [x]

Nature of Business or Organization:

The International District Housing Alliance's (IDHA) mission is to improve the quality of life for International District residents and Asian and Pacific Islanders of greater Seattle by providing community-building and low-income housing-related services.

Duties and Responsibilities:

The Operations Assistant shall aid the Operations Coordinator with tasks required for maintaining a working non-profit office. This will include: procurement of supplies and equipment; maintenance of files, telephone, computer and other office systems; and basic reception tasks.

Minimum Qualifications:

Applicant must possess exceptional organizational and multi-tasking skills; a working knowledge of Microsoft applications, specifically Excel and Word; and excellent interpersonal skills. Working knowledge of an Asian or Pacific Islander language is helpful, but not necessary.

Educational Benefits:

The Operations Assistant shall observe and participate in the practical duties of operating a place of business - non-profit or otherwise. He/She will have the opportunity to work with a non-profit organization to make its operations more effective. All work study students at IDHA will gain intimate knowledge of local issues and concerns, especially relating to the limited English proficient population's access to services, including but not limited to housing assistance, homeownership, youth leadership, environmental justice, domestic violence and community outreach.

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