

Job Title of this Position	Development Assistant
Name of Organization	El Centro de la Raza
Website	http://www.elcentrodelaraza.org
Job Location Address	2524 16 th Ave S Seattle, WA 98144
Contact / Supervisor	Estela Ortega
Phone Number	(206)957-4613
E-mail	eortega@elcentrodelaraza.org
<u>Hourly</u> Pay Rate (indicate a range)	\$12.00-\$14.00
Employment Period	Summer Only [x] Academic Year [x] Summer & Academic Year [x]
Hours per week	Summer: full time program 40 hrs/wk [x] part time program up to 19 hrs/wk [x] Academic Year: up to 19 hrs/wk [x]

Nature of Business or Organization:

El Centro de la Raza advocates on behalf of and meets the needs of society's most vulnerable. El Centro is a community-building organization that serves Seattle's Latino, minority, and low-income groups with programs that remove barriers to stability through culturally relevant social services. We have 23 distinct programs on-site, serving all ages from infants to the elderly. These programs include: early childhood education programming, ESL/citizenship classes, financial literacy and homeownership counseling, a food bank, and a senior nutrition and wellness program.

Duties and Responsibilities:

Assists the development team in securing donations (cash and in-kind) to sustain and expand comprehensive social services provided by El Centro de la Raza to low-income families and individuals in our community. Duties include: research and contact prospective donors; develop special event materials, such as raffle tickets and event posters; process donation information in database and maintain email list for monthly newsletter; assist in marketing efforts related to special events.

Minimum Qualifications:

Currently enrolled in undergraduate or graduate program, eligible for work-study, strong organizational and interpersonal skills, excellent written and oral communication, problem solving and proofreading abilities, knowledgeable in MS Word & Excel. Spanish speaking a plus.

Educational Benefits:

Ideal position for students interested in nonprofit management, event planning, fundraising and grant writing with some opportunity to learn about human services, public policy, community action and advocacy at a community-based organization.

(For Work Study Office Use Only)

 JOB NUMBER **75ELC01** REIMBURSEMENT RATE: **FEDERAL 75 %** STATE **0 %**