

Job Title of this Position	Parent Involvement Program 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 with Parent Involvement program through reminder calls, workshop set-up, and other supportive duties as assigned. Completes general office work, including data entry and filing.

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, Publisher. Spanish speaking preferred.

Educational Benefits:

Multicultural immersion, experience with well-established nonprofit serving Seattle's minority and Latino community, chance to learn about nonprofit dynamics and social justice advocacy, experience with parent education.

(For Work Study Office Use Only)

 JOB NUMBER **75ELC03**

 REIMBURSEMENT RATE: **FEDERAL_75%** STATE _____%