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| Job Title of this Position                | Social Services Office Assistant  |
| Name of Organization                      | El Centro de la Raza  |
| Website                                   | <a href="http://www.elcentrodelaraza.org">http://www.elcentrodelaraza.org</a>   |
| Job Location Address                      | 2524 16 <sup>th</sup> Ave S Seattle, WA 98144   |
| Contact / Supervisor                      | Estela Ortega   |
| Phone Number                              | (206)957-4613   |
| E-mail                                    | <a href="mailto:eortega@elcentrodelaraza.org">eortega@elcentrodelaraza.org</a>  |
| <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 ]<br>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 various social justice programs with clerical duties. Completes general office duties as assigned: filing, data entry, preparing materials, copying, archiving. Occasional front desk work. This position serves as an assistant to various homeless and low-income assistance programs, though the student would not be directly involved with clients.

**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. Office experience and 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.

(For Work Study Office Use Only)

**JOB NUMBER**    75ELC04

**REIMBURSEMENT RATE: FEDERAL** 75 % **STATE**    %