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| Job Title of this Position | Project Manager – “Restore it Yourself” Program |
| Name of Organization | Historic Seattle |
| Website | www.historicseattle.org |
| Job Location Address | 1117 Minor Avenue, Seattle, WA 98101 |
| Contact / Supervisor | Kji Kelly |
| Phone Number | 206-622-5444 *223 |
| E-mail | kjik@historicseattle.org |
| <u>Hourly Pay Rate</u> (indicate a range) | \$15.00 - \$18.00 |
| Employment Period | Summer Only [<input type="checkbox"/>] Academic Year [<input checked="" type="checkbox"/>] Summer & Academic Year [<input type="checkbox"/>] |
| Hours per week | Summer: full time program 40 hrs/wk [<input type="checkbox"/>] part time program up to 19 hrs/wk [<input type="checkbox"/>] Academic Year: up to 19 hrs/wk [<input checked="" type="checkbox"/>] |

Nature of Business or Organization:

Historic Seattle protects Seattle’s unique character by preserving historic buildings, architectural artifacts and landscapes. We accomplish this through advocacy, educational programs, and through the acquisition and rehabilitation of historic properties for new uses. We also offer year-round lectures and tours to raise public awareness of Seattle’s vibrant architectural heritage. Since 1974, Historic Seattle has helped save and adapt for reuse 45 threatened historic structures including Seattle’s oldest remaining home, oldest remaining school, and oldest remaining apartment building. Historic Seattle believes that buildings provide an essential link to the past, reminding us of who we are and where we came from.

Duties and Responsibilities:

Historic Seattle is currently developing the Northwest Resource Center for Preservation. The Resource Center is the physical embodiment of Historic Seattle’s mission of education, advocacy and preservation of historic places. It is housed in the recently renovated Ground Level of the Dearborn House located in the First Hill neighborhood of Seattle. The primary goal of the Resource Center is to expand knowledge about historic preservation and its relevance to a broader audience and to stimulate citizen and organizational involvement in improving stewardship of historic and older properties.

The work-study student shall be responsible for creating a “restore it yourself” program targeted to homeowners interested in learning technical, hands-on information about restoring historic homes. The intent of the program is to provide thorough and organized information such as how to re-point a masonry chimney, clean historic woodwork, restore period door hardware, paint with historically accurate colors, re-finish original wood floors, etc.

(For Work Study Office Use Only)
JOB NUMBER 80HIS01 REIMBURSEMENT RATE: FEDERAL % STATE 80 %

Responsibilities

The work study student's responsibilities shall include, but are not limited to, the following:

Investigate nation wide comparable programs.

Draft a policy statement outlining proposed program specifics for internal Historic Seattle staff and Council review.

Determine, acquire and organize appropriate resources, articles, preservation briefs, etc. pertaining to "restore it yourself" topics.

Work with Historic Seattle's Project Manager and Webmaster to develop web-based content and organization.

Develop "restore it yourself" program to complement Contractor Referral Program simultaneously in development by Historic Seattle Project Manager.

Develop a marketing plan to be used to implement the newly created program.

Work Schedule

Work schedules shall be coordinated between Historic Seattle's Project Manager and the individual work study student. Student shall work on the above outlined project for no more than 19 hours per week for the duration of the 2008 – 2009 academic year.

Work Environment

Work is performed primarily in the Historic Seattle main office at the Dearborn House. The office is non-smoking, subject to temperature variations in both cold and hot weather, and has low natural light in some areas of the building. A portion of the office is accessible by a handicap lift.

Additional Information

Please contact Kji Kelly, 206-622-5444 *223 or at kjik@historicseattle.org for additional information regarding this work study opportunity.

Minimum Qualifications:

Preferred educational backgrounds include, but are not limited to, a student currently enrolled within the University of Washington College of Architecture and Urban Planning and specifically within the departments of architecture, construction management or urban design and planning.

Minimum qualifications include the following:

Verbal and Written Communication: Creative and organized writing skills. Ability to conduct meetings and speak publicly.

Compute / Office Skills: General office skills (telephone, fax, typing, copiers, etc). Strong background in use of IBM compatible computers and standard software. Fluent in Microsoft products (e.g., Word, Access, Excel, Outlook, Explorer, PowerPoint) and related software programs.

General ability to:

- problem solve creatively and effectively,
- organize time and prioritize tasks,
- research and organize a variety of topics in a self directed manner,
- cope with deadline pressures and project needs, and
- work in a team environment.

Educational Benefits:

Upon completion of work study employment at Historic Seattle, the student should expect to showcase a tangible tool useful to all home owners looking for substantive information regarding the restoration and care of historic homes. The student will play a pivotal role in the development of a unique and important program offered by the only nonprofit membership organization dedicated to preserving Seattle and King County's architectural legacy.

The student will be given the opportunity to work on a daily basis with Historic Seattle staff, Council members and community leaders. The student will also be given the opportunity to work within the recently organized and catalogued library within Historic Seattle's Northwest Resource Center for Preservation.