

Work Study Job Description

Job Title	Historical Research Assistant
Organization Name	El Centro de la Raza
Job Location	2524 16th Ave S, Seattle WA 98144
Address	2524 16th Ave S Seattle WA 98144
Pay Rate	\$12 - \$14
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Miguel Maestas
Phone Number	206-957-4650
Email Address	associate@elcentrodelaraza.org
Website	www.elcentrodelaraza.org

Nature of Organization

El Centro de la Raza advocates for and meets the needs of societys most vulnerable serving Seattle Latino, minority, low-income groups with 32 distinct programs that remove barriers to stability through culturally relevant social services.

Duties and Responsibilities

Assists in compiling, documenting and archiving organizational history. Appraises permanent records and historically valuable documents. Researches activities based on archival materials, and directs safekeeping of archival documents and materials: Analyzes government records, minutes of board meetings and letters by ascertaining date, author and other information to appraise value and posterity to organization. Cataloging and safekeeping of materials. Prepares document descriptions and references for archives including lists, indexes, guides, bibliographies, abstracts. Filing/cross indexing of documents in alphabetical and chronological order. Requests pertinent materials available in libraries, private collections, or other archives.

Minimum Qualifications

Excellent writing skills a must as well as good verbal communication skills. Strong attention to detail. Strong interpersonal and organizational skills. Willing to be flexible. Familiar with MS Word, and Excel. Spanish speaking encouraged but not required. Third, fourth year student preferred.

Educational Benefits

How to Apply

Please e-mail cover letter and resume to associate@elcentrodelaraza.org

Job Number: 75ELCD05 | Category: | Program: Federal | Reimbursement Rate: 75%