

Work Study Job Description

Job Title	Social Services Office Assistant
Organization Name	El Centro de la Raza
Job Location	Beacon Hill
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 with various social service programs. Assists with program structuring and intake process and file and case reviews in support of Housing Assistance Programs, Senior Programs, youth Violence Prevention programs, Parent Involvement and Infant Mortality. Works directly with Human Services Director.

Minimum Qualifications

Currently enrolled in 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 but not required.

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.

How to Apply

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

Job Number: 75ELCD04 | Category: Office & Administrative | Program: Federal | Reimbursement Rate: 75%