

## Work Study Job Description

<b>Job Title</b>	Media/Web Site/Database Assistant
<b>Organization Name</b>	Environmental Works
<b>Job Location</b>	Capital Hill
<b>Address</b>	402 15th Ave. E. Seattle WA 98112
<b>Pay Rate</b>	\$12.00 - \$15.00
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Roger Tucker
<b>Phone Number</b>	206-787-1370
<b>Email Address</b>	rtucker@eworks.org
<b>Website</b>	www.eworks.org

### Nature of Organization

Environmental Works Community Design Center was founded in 1970 as a non-profit, community-based architectural firm with the express purpose of providing professional architectural and planning services to aid in the development and improvement of low-income housing and facilities for the delivery of community and human services in the Puget Sound area. Since 1970 we have provided complete architectural services and feasibility/predevelopment studies for human services agencies, affordable and special needs housing, and community facilities. We are a nine person firm located on Capitol Hill. See [www.eworks.org](http://www.eworks.org) for more information.

### Duties and Responsibilities

Work with marketing coordinator to update and convert our current website from a FLASH based website to HTML or equivalent program. Our firm would like management of the website to be more user friendly in order that the marketing coordinator and other staff members can easily update and maintain the website.

While the above is our primary interest, we can also use assistance with updating our Outlook contacts information, with setting up an Access Database for historical project information as well as general assistance with other web-based, digital, & social media issues/questions. Flexible schedule, approximately 10 - 15 hours per week.

### Minimum Qualifications

### Educational Benefits

The web designer/consultant will gain hands on experience in a non-profit, office setting working with the marketing director and support staff. Position will provide opportunity to utilize talent and creativity in development of web-based applications, database and marketing material.

**How to Apply**

Please email cover letter and resume to [rtucker@eworks.org](mailto:rtucker@eworks.org)

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Job Number: 75EWOR01 | Category: Arts & Media | Program: Federal | Reimbursement Rate: 75%