OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	211 Information and Referral Specialist
Organization Name	United Way of Pierce County
Job Location	
Address	1501 Pacific Ave Tacoma WA 98402
Pay Rate	$10.50 - $11.50
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Renee Ghan
Phone Number	
Email Address	reneeg@uwpc.org
Website	www.uwpc.org
EIN	91-0650669

Nature of Organization
United Way of Pierce County/South Sound 2-1-1 is an information and referral service that serves Pierce, Thurston, and Lewis Counties. 2-1-1 callers get conncected with health and human service resources that can meet their needs.
Duties and Responsibilities
Major responsibilities include responding to calls for assistance or opportunities to volunteer. •Provide information and assistance for individual volunteer opportunities and group projects. Responds to written and email requests for information about volunteerism and/or community service. •Coordinate with other service providers and organizations on behalf of callers. •Perform administrative tasks such as record keeping, data entry, copying, mailing and preparing correspondence, etc.
Minimum Qualifications
All majors fields of study are welcome; however, human services, social work, or communications study or experience is helpful. Candidates should be interested in helping people, possess strong customer service skills, and have an appreciation for diversity. Applicants must also be self-starters, innovative, flexible, and open to change. Bi-lingual applicants are encouraged to apply. Must be work study eligible.

Educational Benefits
Improve communication, problem-solving, and customer service skills while providing comprehensive information & referrals and individual assessments. Enhance computer skills. Gain first-hand knowledge of current, local social issues and community needs. Serve your community by helping others access services and by connecting others with opportunities to volunteer.
How to Apply
Please send an updated cover letter and resume which includes hours of availability.

Job Number: 70UNPC01 | Category: Office & Administrative | Program: Community Service - STA | Reimbursement Rate: 70%