

## Work Study Job Description

<b>Job Title</b>	Project Coordinator
<b>Organization Name</b>	Mwanzo Proud Farmers
<b>Job Location</b>	
<b>Address</b>	4536 20th Ave NE Seattle WA 98105
<b>Pay Rate</b>	\$11.00 - \$11.00
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Loyce Ongudi
<b>Phone Number</b>	
<b>Email Address</b>	loyceongudi@comcast.net
<b>Website</b>	www.mwanzoproudfarmers.org

### Nature of Organization

### Duties and Responsibilities

- Coordinate and review website development and report progress to the CEO and Founder of Mwanzo Proud Farmers (MPF).
- With the support of the web master and under the supervision of MPF Founder, maintain and update the Company's website.
- Upload and update photos, electronic content and any materials on the website.
- Manage, organize and update the business Twitter and Facebook accounts
- Organize materials, inspect venue and be responsible for technological support during presentations
- Oversee fundraising activities, including and not limited to planning, communication with past donors, investors and potential contributors
- Serve as key liaison between the web designer and the Founder of Mwanzo Proud Farmers...

### Minimum Qualifications

- At least one year related experience
- Proficiency in Microsoft office
- Good communication both written and oral
- Junior student standing ...

### Educational Benefits

**How to Apply**

Please email your resume and cover letter to [loyceongudi@comcast.net](mailto:loyceongudi@comcast.net).

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Job Number: 70MWPF01 | Category: Office & Administrative | Program: State | Reimbursement Rate: 70%