

## Work Study Job Description

<b>Job Title</b>	Housing Counselor Assistant
<b>Organization Name</b>	El Centro de la Raza
<b>Job Location</b>	Beacon Hill, Seattle
<b>Address</b>	2424 16th Ave South Seattle WA 98144
<b>Pay Rate</b>	\$12 - \$14
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	40 hrs/wk, 19 hrs/wk
<b>Contact Supervisor</b>	Miguel Maestas
<b>Phone Number</b>	206-957-4650
<b>Email Address</b>	associate@elcentrodelaraza.org
<b>Website</b>	<a href="http://www.elcentrodelaraza.org/">http://www.elcentrodelaraza.org/</a>

### Nature of Organization

El Centro de la Raza advocates on behalf of and meets the needs of society's most vulnerable. El Centro is a community-building organization that serves Seattle's Latino, minority and low-income groups with programs that remove barriers to stability

### Duties and Responsibilities

Assist housing counselors. Duties include: Data entry and updates on organizational client management systems (Home Counselor Online, Salesforce, CounselorMax); compile and maintain client files; contact past, present, and potential clients for follow-up; support housing counselors in preparing and implementing educational workshop; and other general office duties as assigned.

### 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 or fourth year student preferred.

### Educational Benefits

### How to Apply

Please e-mail a cover letter and Resume to: [associate@elcentrodelaraza.org](mailto:associate@elcentrodelaraza.org)

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Job Number: 70ELCD01 | Category: Social Services & Research | Program: | Reimbursement Rate: 70%