OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Housing Counselor Assistant
Organization Name	El Centro de la Raza
Address	2424 16th Ave South 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	http://www.elcentrodelaraza.org/
EIN	91-0899927

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

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