

## Work Study Job Description

<b>Job Title</b>	Data Specialist
<b>Organization Name</b>	Helping Link
<b>Job Location</b>	International District
<b>Address</b>	1032 S. Jackson St, #C Seattle WA 98104
<b>Pay Rate</b>	\$9.04 - \$15.00
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	40 hrs/wk, 19 hrs/wk
<b>Contact Supervisor</b>	MinhDuc Nguyen
<b>Phone Number</b>	206-781-4248
<b>Email Address</b>	helpinglink2003@gmail.com
<b>Website</b>	<a href="http://www.helpinglink.org">http://www.helpinglink.org</a>

### Nature of Organization

Helping Link is a nonprofit organization located in Little Saigon-International District in Seattle. We strive to empower the Vietnamese-American community by meeting its needs with the programs and resources we offer.

### Duties and Responsibilities

- Help research options for organizing and storing data
- Help design appropriate system(s) and subsystem(s)
- Implement and enter information into approved system(s)
- Establish and document processes and procedures

### Minimum Qualifications

- Familiarity with current data management systems (MS Access, Sales Force, etc.)
- Strong written and verbal skills
- Self-motivated and able to take initiative on projects
- Proficient in MS Office 2010
- Ability to work independently or with a team
- Bilingual skills are NOT required

### Educational Benefits

- Documented experience for addition to resume and portfolio
- Development of cultural competency and communication skills
- Gain working knowledge of operations at a nonprofit organization

### **How to Apply**

Submit cover letter and resume. Applicants must pass a Washington State background check.

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Job Number: 70HELP02 | Category: Technology | Program: | Reimbursement Rate: 70%