

## Work Study Job Description

<b>Job Title</b>	Program Associate
<b>Organization Name</b>	Helping Link
<b>Job Location</b>	International District
<b>Address</b>	1032 S Jackson St Ste C Seattle WA 98104
<b>Pay Rate</b>	\$9.32 - \$15.00
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	40 hrs/wk, 19 hrs/wk
<b>Contact Supervisor</b>	MinDuc Nguyen
<b>Phone Number</b>	206-568-5160
<b>Email Address</b>	mdnguyen@helpinglink.org
<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

- Executive Director, Board members, and volunteers
- Assist Executive Director with all aspects of program administration
  - Be responsible for standardizing, documenting, and maintaining information systems and organization, including office procedures, filing systems, and practices
  - As directed, oversee the efforts of clerical support volunteers and work study students
  - Organize, update, and maintain materials that present Helping Link to the public
  - Prepare draft communications and written program summaries, as requested
  - Complete additional administrative assignments as needed
  - Provide a welcoming presence to clients and volunteers

### Minimum Qualifications

- Proven administrative skills, including proficiency with MS Office 2010, PowerPoint, Publisher.
- Knowledge of Salesforce and/or Access a real plus
- Ability to manage activities and contributions of other volunteers with varying degrees of experience and skills
- Bilingual language skills is NOT required,

### **Educational Benefits**

- Opportunity to refine your administrative skills
- Great documentation for your resume and portfolio
- Gain working knowledge of operations at a nonprofit organization, while making a very real contribution to its success.

### **How to Apply**

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

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Job Number: 70HELP05 | Category: Office & Administrative | Program: State | Reimbursement Rate: 70%