

Work Study Job Description

Job Title	Graphic Designer
Organization Name	Helping Link
Job Location	International District
Address	1032 S Jackson, #C Seattle WA 98104
Pay Rate	\$9.04 - \$15.00
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	MinhDuc Nguyen
Phone Number	206-781-4246
Email Address	helpinglink2003@gmail.com
Website	http://www.helpinglink.org

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

print production of a bilingual computer training manual.

- Incorporate within the design accommodations for the constraints accompanying a bilingual publication in English and in Vietnamese (which requires approximately 30% additional space.)

Minimum Qualifications

- Must have knowledge of and access to Adobe InDesign™.
- Knowledge of and access to Adobe Photoshop™ and Illustrator™ are desired but not necessary.

Educational Benefits

- Opportunity to refine your graphic design skills
- Great documentation for 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. Applicant must pass a Washington State background check.

Job Number: 70HELP07 | Category: Technology | Program: | Reimbursement Rate: 70%