

Work Study Job Description

Job Title	Volunteer Coordinator
Organization Name	Helping Link
Job Location	International District
Address	1032 S Jackson St, #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

Includes, but are not limited to:

- integrating their efforts within the organization.
- Overseeing volunteer support of Helping Link programs and special events
 - Organizing volunteer activities and recognition
 - Promoting youth programs

Minimum Qualifications

- Knowledge and experience in human relations
- Excellent verbal communication skills
- Self-motivated and able to take initiative on projects
- Organized and resourceful
- Proficient in Windows 7 and Microsoft Office 2010
- Bilingual skills are NOT required

Educational Benefits

- Opportunity to refine your leadership 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: 70HELP10 | Category: | Program: | Reimbursement Rate: 70%