

Work Study Job Description

Job Title	Office/Program Assistant
Organization Name	Arts In Motion
Job Location	S.E. Seattle
Address	3818 S. Angeline St. S.E. Seattle WA 98118
Pay Rate	\$9.04 - \$10.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Denise Mimura
Phone Number	(206) 723-31
Email Address	denise.m@aimschool.org
Website	http://www.aimschool.org/index.php

Nature of Organization

Arts education, leadership development for disadvantaged children and youth.

Duties and Responsibilities

Provide support to office, administrative and program staff during program hours (afternoon/evening & Saturdays); answering phone, registering students and handle the schedule of student/teachers, entering data, typing reports/materials. Assist in supervising volunteers and interns as they assist with program duties. Communicate information about program to potential students and volunteer/interns and oversee daily cleaning and closing building tasks. Assist with other program activities as assigned.

Minimum Qualifications

one year experience within a professional office setting and one year supervision experience with youth. Must be able to handle multiple tasks and responsibilities.

Educational Benefits

Participants will have the exposure and experience working with an extremely culturally diverse population in the inner city neighborhood of S.E. Seattle. Our teachers and staff are professional artists who serve as mentors to students, interns and workstudy participants offering the support necessary to ensure success in their placement.

How to Apply

Send resume and cover letter to denise.m@aimschool.org

Job Number: 70AIMS01 | Category: Student Services | Program: State | Reimbursement Rate: 70%