OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Project Assistant
Organization Name	Snow Leopard Trust
Job Location	4649 Sunnyside Ave N ste 325 Seattle WA 98103
Address	4649 Sunnyside Ave., N. ste 325 Seattle WA 98103
Pay Rate	$10 - $12
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Katie Yankula
Phone Number	2066322421
Email Address	katie@snowleopard.org
Website	http://www.snowleopard.org

Nature of Organization
We are a conservation organization dedicated to the protection of the endangered snow leopard. Through innovative programs, the latest research and technology, we are helping the snow leopard to survive and improving the lives of local communities.
Duties and Responsibilities
The Project Assistant will be assisting different departments in our small office as needed. Main responsibilities are: helping with online order fulfillment, assisting with retail sales in our storefront, inventory tracking,other projects assigned will be based on skills and interests. Photography skills, basic Excel, writing skills, sales & marketing experience are all pluses.
Minimum Qualifications
The candidate must: - have an interest in conservation, - be detail-oriented, adaptable and flexible - enjoy working in a team enviroment, - possess excellent written and verbal communication skills, - possess exceptional customer service skills
Educational Benefits

The student will have a hands-on opportunity to learn the day to day workings of a successful small non-profit organization. He/she will also be able to see all of the various levels of expertise needed for such a specified science as wildlife conservation and how team playing is imperative to success of our mission. Customer service is also an essential part of this position, which will help the student gain valuable experience in this arena.
How to Apply
Please e-mail a cover letter and resume to katie@snowleopard.org.

Job Number: 70SNOW01 | Category: Office & Administrative | Program: Community Service - STA | Reimbursement Rate: 70%