OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Program Assistant
Organization Name	Vietnamese Friendship Association
Address	7101 Martin Luther King Jr. Way South #2 Seattle, WA 98118
Pay Rate	$9.04 - $10.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	James Hong
Phone Number	
Email Address	james.hong@vfaseattle.org
Website	http://www.vfaseattle.org
EIN	91-1122532

Nature of Organization
The Vietnamese Friendship Association is a non-profit organization working to help our community while sharing and bridging our rich and diverse cultures. Our youth programs focus on job training and leadership for Vietnamese high school students.
Duties and Responsibilities
Assist with the daily operations and administration of the youth programs: scheduling speakers/trainers, coordinating meetings and trainings, organizing student files. Organizing youth meetings by: communicating with students and parents on days and times, purchasing food and snacks, discussing venue logistics when property management (for facility rentals) Data Management and Documentation: Assist with collecting and recording student data, program evaluations, surveys, and feedback from youth involved in program.
Minimum Qualifications
Strong verbal and written communication skills. Organized and able to follow through on tasks. Working knowledge of Microsoft Office and using the Internet to obtain information and communicate across multiple platforms. Knowledge of Vietnamese language and culture is helpful, but not required.
Educational Benefits

Experience working within a multicultural, multilingual community based organization. Increased knowledge of program and personnel management. Experience in assessing the needs of youth and implementing strategies to support positive youth development. Apply academic learning in a work environment that promises room for personal and professional growth.
How to Apply
How to apply: Send resume and cover letter to James Hong at james.hong@vfaseattle.org. For more information or questions, visit us online at www.vfaseattle.org, call (253) 234-4393, or email.

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