

Work Study Job Description

Job Title	Project Assistant
Organization Name	Legal Foundation of Washington LAW FUND
Address	1325 4th Ave., suite 1335 Seattle, WA 98199
Pay Rate	\$12 - \$15
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Naria SantaLucia
Phone Number	206-957-6284
Email Address	naria@c4ej.org
Website	http://www.c4ej.org
EIN	91-1263533

Nature of Organization

NON-PROFIT COMMUNITY SERVICE

Duties and Responsibilities

LAW Fund seeks an energetic, detail-oriented Project Assistant to join our team for Fall 2012. This position requires a commitment of 15-19 hours per week for the academic year, with a possible extension to summer 2013.

Primary responsibilities include:

- Producing donor acknowledgement letters, pledge reminders and other fundraising materials;
- Conducting background research on donor prospects, corporate giving and foundation grant opportunities;
- Assisting with database management; and
- Providing support on other fundraising functions, as requested.

Minimum Qualifications

- Students pursuing a bachelor's degree or master's degree in marketing, public relations, communications, journalism, politics, nonprofit management, public affairs, or other related field
- Strong writing and research skills
- Self-starter, flexible and able to manage multiple tasks
- Proficiency in Microsoft Office.
- Experience with database software (especially eTapestry) and web software a plus

Educational Benefits

Educational Benefits include:

- Experience drafting, editing and distributing appeal letters for fund development efforts;
- Training and experience in website management and maintenance;
- Experience with board development and board management;
- Exposure to a professional workplace setting; and
- Training and experience with database management systems.

How to Apply

Please send résumé and letter of interest by email to naria@c4ej.org. ORCA pass included.

Job Number: 75LAWF01 | Federal 75% | Closed