

Work Study Job Description

Job Title	Project Assistant
Organization Name	Legal Foundation of Washington LAW FUND
Job Location	Seattle, WA
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

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 | Category: Social Services & Research | Program: Federal | Reimbursement Rate:
75%