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

Work Study Job Description

Job Title	Program Assistant
Organization Name	Circle of Friends for Mental Health
Address	4731 15th Ave. NE #323 Seattle, WA 98105
Pay Rate	$10 - $12
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Carolyn Hale
Phone Number	206-525-0648
Email Address	cofmentalhealth@yahoo.com
Website	www.cofmentalhealth.org.
EIN	57-1180832

Nature of Organization
Circle of Friends for Mental Health provides arts classes for adults living with serious mental illnesses. We have worked with clubhouses, living facilities, and community sites to build health by teaching art, music, drama, writing and photography.
Duties and Responsibilities
-Oversee the running of the office, answer and make calls, and sending of monthly notices to supporters. -Coordinate with the board on the work of the nonprofit to put on events: art shows, play readings, open mikes, fundraisers, etc. -Work with existing staff to write grants and fundraise to develop our nonprofit. -Coordinate with partner organizations and connect with facilities to develop our program. -Develop and work on associated projects, at the forefront of which is the Stampede Over Stigma, a relay race across Washington from Seattle to Spokane in June 2013 involving athletes, supporting volunteers, and other organizations.
Minimum Qualifications

-Excellent written and oral communication skills
-Strong interpersonal skills
-Entrepreneurial spirit, strong work ethic, a sense of humor, maturity, and flexibility is required
-Ability to develop effective working relationships with current volunteer staff, members of the board, as well as partner organizations.
-Previous experience working in a business or office setting is preferred.

Educational Benefits

This organization provides an excellent opportunity to learn the inner-workings of a nonprofit. Further, it will afford the selected individual the opportunity to apply their skills and knowledge to grow an established organization, expand its reach in the community, and develop its human and financial resources. You will learn about mental illness and how our work benefits those we serve.

To learn more about us: www.cofmentalhealth.org.

How to Apply

Please email your resume and cover letter(optional) to cofmentalhealth@yahoo.com.
or call Carolyn Hale @ 206-525-0648 office
Home 206-325-6386

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