

Work Study Job Description

Job Title	Office Assitant
Organization Name	Student Conservation Association
Job Location	Seattle
Address	1265 South Main Street Seattle WA 98144
Pay Rate	\$10.00 - \$12.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Shelley Green
Phone Number	206-324-4649
Email Address	withptk@gmail.com
Website	http://www.thesca.org

Nature of Organization

Environmental organization working to build the next generation of conservation leaders and inspire lifelong stewardship of our environment and communities by engaging young people in hands-on service to the land.

Duties and Responsibilities

Professionally answer phones and route calls to appropriate staff person. Assist various departments with office needs, including filing, shredding, and data entry. Help organize office systems, office supplies, and gear (ability to lift/move up to 50 pounds). Attend fairs and events in the Seattle area with staff, representing the organization and talking with the public. Other projects as they come up, which will be matched to the skill set and interests of the work study student-welcoming new ideas and creativity.

Minimum Qualifications

MS Word and Excel experience, well-organized, and good communication skills (written and verbal). Also, the ability to lift/move up to 50 pounds.

Educational Benefits

Experience working in a non-profit office. Greater understanding of the current conservation work and projects taking place in the Northwest and throughout the country. Opportunities to develop written and verbal communication skills. Opportunities to work with a team and be creative with projects.

How to Apply

Please email resume to Shelley Green at sgreen@thesca.org.

Job Number: 70SCAS01 | Category: Environmental | Program: Community Service - STA | Reimbursement
Rate: 70%