

Work Study Job Description

Job Title	Office Assitant
Organization Name	Student Conservation Association
Job Location	
Address	Seattle Washington 98144
Pay Rate	\$10.00 - \$12.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Shelley Green
Phone Number	2063244649
Email Address	sgreen@thesca.org
Website	

Nature of Organization

SCA's mission is 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 office phones and route calls to appropriate staff person. Assist various departments with office needs, including filing, shredding, and data entry. Help organize office systems, supplies, and gear (be able to lift up to 50 pounds). Attend fairs and events in the Seattle area, representing the organization and speaking with the public. Help with other projects as they come up, which will be matched to the skill set and interests of the work study student- we welcome new ideas and creativity!

Minimum Qualifications

MS Word and Excel experience preferred. Student must be well organized and have good communication skills (written and verbal). Also, student must have the ability to lift/move up to 50 pounds.

Educational Benefits

Experience in a non-profit office. Greater understanding of the current conservation work and projects in the Northwest and throughout the country. Opportunities to develop communication skills.

How to Apply

Email Shelley Green at sgreen@thesca.org.

Job Number: 70SCAS02 | Category: Office & Administrative | Program: | Reimbursement Rate: 70%