

## Work Study Job Description

<b>Job Title</b>	Program Assistant
<b>Organization Name</b>	Washington Women in Need
<b>Job Location</b>	Bellevue
<b>Address</b>	700 108th St. NE, Ste 207 Bellevue WA 98117
<b>Pay Rate</b>	\$12 - \$14
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	40 hrs/wk, 19 hrs/wk
<b>Contact Supervisor</b>	Erika Orsulak
<b>Phone Number</b>	425-451-8838
<b>Email Address</b>	erikao@wwin.org
<b>Website</b>	<a href="http://www.wwin.org/">http://www.wwin.org/</a>

### Nature of Organization

Washington Women in Need improves the lives of low-income women in Washington by providing financial assistance for health care and education.

### Duties and Responsibilities

The Program Assistant will work closely with the Program Coordinator to manage WWIN's health care and education grant programs. Duties include:

- Preparing grant documents, including application materials and contracts
- Reviewing applications and conducting applicant screenings
- Creating grantee files (electronic and paper)
- Conducting outreach to former grantees to help assess WWIN's impact
- Updating WWIN's website and Facebook page with program information

### Minimum Qualifications

- Excellent communication, organizational, and time management skills
- Flexible and adaptive to a fast-paced work environment
- Positive attitude
- Enthusiasm about working with a small, committed team that includes staff, Board and Committee members, and program volunteers
- Experience with Microsoft software applications (Word, Outlook, Excel, and PowerPoint) and customer relationship management tools preferred

### **Educational Benefits**

- Exposure to work at a small, dynamic nonprofit
- Experience in philanthropy and program management
- Experience working with vulnerable populations
- A flexible schedule and the opportunity to work from home as appropriate

### **How to Apply**

Send your resume and cover letter to Erika Orsulak, WWIN Program Director, at [erikao@wwin.org](mailto:erikao@wwin.org).

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Job Number: 75WOME01 | Category: Social Services & Research | Program: Federal | Reimbursement Rate:  
75%