

Work Study Job Description

Job Title	International Family Center Program Assistant
Organization Name	Chinese Information & Service Center
Job Location	611 S Lane St, Seattle WA 98104
Address	611 S Lane St Seattle WA 98104
Pay Rate	\$13 - \$13
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Kevin Chan
Phone Number	206-624-5633
Email Address	kevinc@cisc-seattle.org
Website	http://www.cisc-seattle.org

Nature of Organization

CISC helps Chinese and other Asian immigrants throughout King County achieve success in their new community by providing information, referral, advocacy, social, and support services.

Duties and Responsibilities

To assist the program coordinator and the team in maintaining the client database and service documentation tracking through data input and paper filing.
Provide clerical support to the programs such as Chinese type-setting, flyers and spread-sheet preparation. Provide client service support by answering phone calls, scheduling appointment, and/or with in-person assistance in main office. Assist with the program activities

Minimum Qualifications

Some social or human services working experiences preferable
Bilingual in English and Chinese, and ability to write in Chinese a plus. Proficiency in computer technology and familiar with software programs such as Microsoft Office, and is able to use computer effectively in daily works
Detail-oriented, quick learner, multi-tasking and interested in serving immigrant families.

Educational Benefits

To gain understanding of working with immigrant families. To learn event planning and coordination. To gain knowledge of community resources.

How to Apply

Please send your cover letter and resume to Kevin Chan kevinc@cisc-seattle.org

Job Number: 70CISC05 | Category: Office & Administrative | Program: | Reimbursement Rate: 70%