

## Work Study Job Description

<b>Job Title</b>	Program Outreach Specialist
<b>Organization Name</b>	Page Ahead Children's Literacy Program
<b>Job Location</b>	Ballard/Crown Hill
<b>Address</b>	1130 NW 85 ST. Seattle Washington 98117
<b>Pay Rate</b>	\$10 - \$12
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Susan Dibble
<b>Phone Number</b>	206-461-0123
<b>Email Address</b>	info@pageahead.org
<b>Website</b>	<a href="http://www.pageahead.org/">http://www.pageahead.org/</a>

### Nature of Organization

We are dedicated to helping children in need succeed in school by developing strong reading skills.

### Duties and Responsibilities

1. Develop targeted outreach strategies to eligible early-learning sites. Provide applications, program information and eligibility, and support to program applicants.
2. Help create volunteer job descriptions and develop a communications strategy to recruit volunteers for three Page Ahead programs. Monitor web postings, follow up with inquiries and track volunteer acquisition progress against needs.
3. Assist with the launch of 'Book Up Summer' summer reading program. Provide support to 9 participating elementary schools such as: recruiting & scheduling volunteers, assisting students with book selection, writing PSAs, etc.
4. Provide support to other programs and events as needed.

### Minimum Qualifications

1. Experience in Microsoft Office (Word, Excel, Access). Prefer candidates with some design software experience (InDesign/Illustrator).
2. Must have strong grammar/spelling/punctuation skills.
3. Love information and data - excellent research and web skills.
4. Possess a commitment to customer service - be outgoing and curious and have good follow-up skills.
5. Good organizational skills--previous experience managing projects.

**Educational Benefits**

Great for students interested in 'real world' experience in marketing, public relations/communications, and project management.

\*This position is available for Spring Quarter.

**How to Apply**

Please submit a cover letter and resume to [jobs@pageahead.org](mailto:jobs@pageahead.org). Thank you!

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Job Number: 75PAGE01 | Category: Social Services & Research | Program: Federal | Reimbursement Rate: 75%