

Work Study Job Description

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

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. Thank you!

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