OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Event Planner
Organization Name	Circle of Friends for Mental Health
Address	4731 15TH Ave.NE.#241 Seattle, WA 98105
Pay Rate	$10 - $11
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Carolyn Hale
Phone Number	2063256386
Email Address	carolyn.hale200@gmail.com
Website	http://www.cofmentalhealth.org
EIN	57 1180832

Nature of Organization
Circle of Friends for Mental Health provides arts classes for adults living with serious mental illnesses. We have worked with clubhouses, living facilities, and community sites to build health by teaching art, music drama, writing and photography.
Duties and Responsibilities
-Oversee steps to see that StampedeOverStigma.org is completed well. The Stampede is a Run/walk/bike event on June 15, 2013 -Oversee committee meetings and help with informational letters and calls to agencies. -Help find and include Sponsors for the event. -Work with the Press to have stories working -Coordinate with other associated projects in the agency -Respond to letter/emails/inquiries about the event.
Minimum Qualifications
-Communication ability with variety of persons, agencies, press, participants. -Organization ability to keep process continuing well. -Basic computer knowledge -Responsible (on-time) for activities.
Educational Benefits

Understanding or active non-profit organization and understand the steps for large events. Knowledge of ways and groups that work to build community and work together. Building health through the arts is a growing part of the world and stamping out stigma is a large part of changing the way America works and your individual growth will happen as you work with this issue. Suicides are too prevalent and the StampedeOverStimga is a big step to change our thinking.
How to Apply
Contact Carolyn Hale, President, 206.325.6386, carolyn.hale200@gmail.com

Job Number: 75CIFR03 | Federal 75% | Closed