

Work Study Job Description

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| Job Title | Event Planner |
| Organization Name | Circle of Friends for Mental Health |
| Job Location | 4731 15th Ave. NE, Seattle WA 98105 |
| 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 |

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 StampedeOverStigma 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 | Category: Arts & Media | Program: Federal | Reimbursement Rate: 75%