

Work Study Job Description

Job Title	Communications Work Study
Organization Name	Asian Counseling and Referral Service
Job Location	Beacon Hill, Mount Baker
Address	3639 Martin Luther King Jr. Way S Seattle WA 98144
Pay Rate	\$10 - \$11
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Sharon Smith
Phone Number	206-695-7635
Email Address	hr@acrs.org
Website	http://www.acrs.org

Nature of Organization

Asian Counseling and Referral Service (ACRS) is a nationally recognized nonprofit organization serving the Asian Pacific American community in the Pacific Northwest. Started in 1973, ACRS now helps more than 27,000 people a year through its programs.

Duties and Responsibilities

A successful communications work-study will assist with agency marketing strategy; pitch and produce articles and social media postings; work with the communications manager to pitch stories to media outlets; and with oversight, produce high-quality journalism-related and/or marketing projects.

Minimum Qualifications

- Academic background in communication, business/marketing, public relations
- Strong writing and oral communication skills
- Ability to work independently
- Familiarity with multimedia storytelling (print, web, video, radio, etc.)
- Strong organizational skills and attention to detail
- Proficiency with Microsoft Office and social media tools
- Ability to commit to regular schedule with hours negotiable during finals week

Educational Benefits

- Gain communications and marketing related experience including developing a portfolio of projects for future use.
- Experience working within a national recognized multicultural, multilingual, community-based organization that sees to the basic needs of Asian Pacific Americans in King County.
- Increased knowledge of social service resources relevant to immigrant and refugee groups, and the larger community as well.
- Better understanding of nonprofit fundraising and development.

How to Apply

Resume and cover letter: Asian Counseling and Referral Service, Human Resources, Email: hr@acrs.org.

Job Number: 75ACRS10 | Category: Social Services & Research | Program: Federal | Reimbursement Rate: 75%