

## Work Study Job Description

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

### 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%