

Work Study Job Description

Job Title	Volunteer Program Coordination Assistant
Organization Name	El Centro de la Raza
Job Location	Beacon Hill
Address	2524 16th Ave S Seattle WA 98144
Pay Rate	\$12 - \$14
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Miguel Maestas
Phone Number	206-957-4650
Email Address	associate@elcentrodelraza.org
Website	http://www.elcentrodelaraza.org/

Nature of Organization

El Centro de la Raza (ECDLR) advocates on behalf of and meets the needs of society's most vulnerable. ECDLR is a community-building organization that serves Seattle's Latino, People of Color and low-income groups. We have 48 distinct programs.

Duties and Responsibilities

Assists with Volunteer Program. Duties include: Coordinate volunteer events, assist with volunteer orientations, help plan volunteer appreciation events, manage social networking sites (Facebook, Volunteer Match, Microsoft Volunteer Manager, Flash Volunteer, One Brick, Seattle Works), post volunteer opportunities, research outreach opportunities in the community and completes general office duties as assigned including filing, data entry, preparing materials, copying and archiving.

Minimum Qualifications

Excellent written and oral communication, strong attention to detail, strong interpersonal and organizational skills, willing to be flexible, familiar with MS Word, and Excel and Spanish speaking required.

Educational Benefits

How to Apply

Email a brief cover letter and resume to: associate@elcentrodelaraza.org.

