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

Work Study Job Description

Job Title	Office Manager
Organization Name	Circle of Friends for Mental Health
Job Location	University District
Address	4731 15th Ave. NE # 240 Seattle 98105 4731
Pay Rate	$10 - $12.50
Employment Period	Summer
Hours Per Week	40 hrs/wk
Contact Supervisor	Carolyn Hale
Phone Number	2065250648
Email Address	carolyn.hale200@gmail.com
Website	http://cofmentalhealth@yahoo.com
EIN	

Nature of Organization
Lead classes in various arts around King County to build health for adults with serious mental illness. Reaching out to some teens with addiction.
Duties and Responsibilities
Over see volunteers in the office. See that the communication between classes and teachers are made on time. Visit school or classes from time to time. Be a supporter (attend) the art or drama class as needed at the 4731 15th Ave.site. Oversee purchase and dispersal of art materials. Aid with communication of materials to the teachers. Support the fund raising committee. Help prepare and send information about classes and events to support community.
Minimum Qualifications
Computer skills for making materials to send. Ability to reach out to community. Enjoy work with persons who have varying abilities and challenges. Responsible for time and work expectations. Knowledge of English and some writing skill.
Educational Benefits

Learn about mental wellness and the new presentations of ways to build health. Meet the fine persons who live with their serious illnesses and help develop ideas of ways to build.
Find and work with talented people building new ways and fulfilling ideas that support this non-profit and it's work.

How to Apply

Send an email-Carolyn.hale200@gmail.com, to cofmentalhealth.org,Mstrader@cofmentalheallth.org

Job Number: 75CIFR02 | Category: Arts & Media | Program: | Reimbursement Rate: 75%