

## Work Study Job Description

<b>Job Title</b>	Project Assistant
<b>Organization Name</b>	Snow Leopard Trust
<b>Job Location</b>	Wallingford
<b>Address</b>	4649 Sunnyside Ave N ste 325 Seattle WA 98103
<b>Pay Rate</b>	\$10 - \$12
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Gina Robertson
<b>Phone Number</b>	206-632-2421
<b>Email Address</b>	gina@snowleopard.org
<b>Website</b>	<a href="http://www.snowleopard.org">http://www.snowleopard.org</a>

### Nature of Organization

We are a conservation organization dedicated to the protection of the endangered snow leopard. Through innovative programs, the latest research and technology, we are helping the snow leopard to survive and improving the lives of local communities.

### Duties and Responsibilities

The Project Assistant will be assisting different departments in our small office as needed. Main responsibilities will be:  
 helping with online order fulfillment,  
 assisting with retail sales in our storefront,  
 filing, inventory tracking,  
 other projects assigned will be based on skills and interests

### Minimum Qualifications

The candidate must:

- have an interest in conservation,
- be adaptable and flexible,
- enjoy working in a team environment,
- be easy going and able to switch tasks at a moment's notice,
- possess excellent written and verbal communication skills,
- possess exceptional customer service skills

### **Educational Benefits**

The student will have a hands-on opportunity to learn the day to day workings of a successful small non-profit organization. He/she will also be able to see all of the various levels of expertise needed for such a specified science as wildlife conservation and how team playing is imperative to success of our mission. Customer service is also an essential part of this position, which will help the student gain valuable experience in this arena.

### **How to Apply**

Please e-mail a cover letter and resume to [gina@snowleopard.org](mailto:gina@snowleopard.org).

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Job Number: 75SNOW01 | Category: Office & Administrative | Program: Community Service - FED |  
Reimbursement Rate: 75%