

## Work Study Job Description

<b>Job Title</b>	Office Assistant
<b>Organization Name</b>	Peace Community Center
<b>Job Location</b>	Tacoma
<b>Address</b>	2106 S. Cushman Ave. Tacoma WA 98405
<b>Pay Rate</b>	\$10 - \$10
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Kellie Kunerth
<b>Phone Number</b>	253-383-0702
<b>Email Address</b>	kellie@peacecommunitycenter.org
<b>Website</b>	<a href="http://www.peacecommunitycenter.org">http://www.peacecommunitycenter.org</a>

### Nature of Organization

Peace Community Center is a place of community, committed to the empowerment of children and young adults. The Center provides the skills and support needed for each to reach their God-given potential.

All students graduate high school college-ready

All students graduate from a post-secondary program with an emphasis on four-year college completion

All program graduates demonstrate a commitment to serve and invest in their community

### Duties and Responsibilities

- Answering phones and directing calls to staff members
- Greeting guests to the Center and connecting them to the program or staff member they are there to see
- Providing copying and printing support to Peace Community Center staff
- Filing financial and development documents
- Assisting staff with mailings

### Minimum Qualifications

- Familiarity with Microsoft programs (Word, Excel, etc.) and Google products (gmail, Google calendar, etc.)
- Strong verbal communication skills
- Commitment to excellent customer service
- Desire to work with a diverse staff
- Ability to manage competing demands

### **Educational Benefits**

Experience in a non-profit, office administration, and customer service.

### **How to Apply**

Please send you cover letter and resume to [kellie@peacecommunitycenter.org](mailto:kellie@peacecommunitycenter.org)

---

Job Number: 75PECC10 | Category: Office & Administrative | Program: Federal | Reimbursement Rate: 75%