

Work Study Job Description

Job Title	Check and Connect Assistant
Organization Name	Treehouse
Job Location	Rainer Valley
Address	2100 24th Ave S. Suite 200 Seattle WA 98144
Pay Rate	\$14 - \$14
Employment Period	Summer, Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Camille Jones
Phone Number	1-206-267-51
Email Address	camille@treehouseforkids.org
Website	http://www.treehouseforkids.org

Nature of Organization

With fierce optimism, Treehouse invests in the lives of young people who have faced the deep wounds from a crisis of parenting. In helping them to secure the essential education, basic material needs, and social experiences they equally deserve.

Duties and Responsibilities

The Check and Connect Assistant is accountable for monitoring the accuracy of daily input of attendance, behavior, and course data in our online database by in School check and Connect Mentors. Professional and timely communication with mentors that need assistance with data entry or trouble shooting any issues with undersanding the system. This position will also help coordinate of Check and Connect Mentors with meetings and training schedules along with ordering of monthly distribution snacks.

Minimum Qualifications

Possess good written and oral communication skills, excellent organizational abilities and can prioritize tasks. Demonstrated experience with using computers and experience with MS office. Ability to learn and use Dynamics database system, Ability to communicate in a timely and positive manor.

Educational Benefits

The Work Study Student will gain knowledge of working with youth in foster care and foster care systems, Dynamics Database system, customer service, communication, organizational and coordination skills.

How to Apply

To apply email jobs@treehouseforkids.org

Job Number: 75TREE02 | Category: Social Services & Research | Program: Federal | Reimbursement Rate: 75%