

## Work Study Job Description

<b>Job Title</b>	Enrichment Assistant
<b>Organization Name</b>	Treehouse
<b>Job Location</b>	2100 24th Ave S
<b>Address</b>	2100 24th Ave S Seattle WA 98144
<b>Pay Rate</b>	\$14 - \$14
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	40 hrs/wk, 19 hrs/wk
<b>Contact Supervisor</b>	Ann Hanni
<b>Phone Number</b>	1-206-267-51
<b>Email Address</b>	ann@treehouseforkids.org
<b>Website</b>	<a href="http://www.treehouseforkids.org">http://www.treehouseforkids.org</a>
<b>EIN</b>	

### 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

Supporting Little Wishes staff by researching available resources for Treehouse kids and their caregivers. Supporting Little Wishes staff through data entry.  
Politely, promptly, and accurately responding to questions regarding Treehouse.  
Delivering efficient, respectful, and considerate service to Little Wishes clients.  
Assisting families and youth in finding appropriate activities based on individual needs.  
Other duties assigned by Enrichment Coordinator

### Minimum Qualifications

Strong Knowledge of Microsoft Suite (Word, Powerpoint, Excel); Experience with Adobe Creative Suite (In-Design and Photo-shop) is strongly preferred. Strong knowledge of social media platforms (facebook, twitter, google, youtube, pinterest); experience communicating effectively and professionally in a business environment.

### Educational Benefits

The work-study student will gain knowledge of working with youth in the foster care and foster care systems, social media, customer service, communication, organization and coordination skills.

### **How to Apply**

Email cover letter & resume to [jobs@treehouseforkids.org](mailto:jobs@treehouseforkids.org)

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Job Number: 75TREE03 | Category: Social Services & Research | Program: | Reimbursement Rate: 75%