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

Work Study Job Description

Job Title	Enrichment Assistant
Organization Name	Treehouse
Address	2100 24th Ave S Seattle, WA 98144
Pay Rate	$14 - $14
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Ann Hanni
Phone Number	1-206-267-51
Email Address	ann@treehouseforkids.org
Website	http://www.treehouseforkids.org
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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 avaliable 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, pintrest); experience communicating effectively and proffesionally 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

Job Number: 75TREE03 | Community Service - FED 75% | Open