

## Work Study Job Description

<b>Job Title</b>	Diversity Programs Intern
<b>Organization Name</b>	Washington State Bar Association
<b>Job Location</b>	Downtown Seattle
<b>Address</b>	1325 4th Avenue # 600 Seattle WA 98101
<b>Pay Rate</b>	\$15 - \$20
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Felix Neals
<b>Phone Number</b>	
<b>Email Address</b>	felixn@wsba.org
<b>Website</b>	<a href="http://www.wsba.org/">http://www.wsba.org/</a>

### Nature of Organization

### Duties and Responsibilities

This work-study position supports the Diversity Program Manager with ongoing projects in the focus areas above. Responsibilities include researching, summarizing, advising, and/or proposing recommendations to improve the quality of resources available; Research and identify opportunities using a broad variety of resources to include but not limited to WSBA website and intranet, the general internet, trade journals, association publications, white papers, legal and non-legal publications, networking resources, library resources, et. al.

Contact potential leads and develop relationships, knowledge banks, databases, information sources, etc.

Generate statistical and written reports synthesizing research findings and recommendations.

### Minimum Qualifications

Effective written, spoken, and interpersonal communication skills  
 Strong organizational skills  
 Ability to work independently as well as part of a team  
 Proficient experience with Microsoft Office, especially Excel  
 Internet proficiency  
 Ability to source and research information online using various search methodologies

**Educational Benefits**

The intern will support the Diversity Program Manager with diversity efforts in the Washington State Bar Association (WSBA) and the legal profession. The student receives on-the-job context for transitioning into the professional workforce (strategic critical thinking, problem solving, time management, identifying customers, setting priorities and objectives, planning, presentation skills, and self-evaluation).

**How to Apply**

Send resume/cover letter to [hr@wsba.org](mailto:hr@wsba.org)

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Job Number: 75WSBA01 | Category: Law | Program: Community Service - FED | Reimbursement Rate: 75%