OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Educational Advocacy Program Aide
Organization Name	Treehouse
Job Location	Rainier Valley
Address	2100 24th Ave S Seattle WA
Pay Rate	$14 - $14
Employment Period	Summer, Academic Year
Hours Per Week	Up to 19 hrs/wk
Contact Supervisor	Ann Hanni
Phone Number	206-267-5105
Email Address	ann@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 Advocacy Program Aide's main objective is to support the Treehouse Educational Advocacy Program through assistance on daily program/administrative functions and individual projects. The position will be responsible for contacting schools to obtain progress reports, grades and updates on behaviour and attendance for youth on monitoring status; Assisting with entering and pulling data from Dynamics database; Communicating with social workers and caregiver for program evaluation; Researching educational resources for youth on Advocates caseloads statewide; Researching current educational data/reports on youth in foster care both statewide and national.
Minimum Qualifications
Must have excellent written and communication skills, organizational abilities and the ability to prioritize tasks. Experience with Microsoft Office and ability to learn and use Dynamics database system is key. Ability to communicate in a positive and professional manor with social workers, caregivers and staff. Demonstrated ability to estbalish and maintain successful working relationships.
Educational Benefits

This positions offers experience working in a non-profit organization's education program. The Program Aide will gain knowledge of working with youth in foster-care and foster-care systems, dynamics database, customer service, communication, organizational and coordination skills.
How to Apply
Please submit a cover letter and resume to jobs@treehouseforkids.org

Job Number: 75TREE04 | Category: Education | Program: Community Service - FED | Reimbursement Rate: 75%