

Work Study Job Description

Job Title	Impact Measurement Assistant
Organization Name	Treehouse
Job Location	Rainier Valley
Address	2100 24th Ave S Seattle WA 98144
Pay Rate	\$14 - \$14
Employment Period	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

Due to a number of challenges, less than half of foster youth graduate high school on time, and fewer than 2% will earn a four-year degree. Treehouse has a plan to ensure that foster youth graduate high school at the same rate as their peers.

Duties and Responsibilities

The Assistant will assist with data entry (in Excel and Access) of school records and assessments, filing hard copies of records, assisting with pulling data for reporting, and providing general support to the Impact Measurement Team.

Minimum Qualifications

This position requires keen attention to detail and ability to spend prolonged amounts of time at the computer. Demonstrated experience with MS Office or other data-base systems preferred. Ability to communicate in a positive and professional manner.

Educational Benefits

The work study student will gain knowledge of program evaluation and gain skills in the following software systems: MS Access, Excel and Dynamics CRM. The student will also gain general knowledge of educational needs of youth in foster care.

How to Apply

Email cover letter, resume and work study letter to jobs@treehouseforkids.org.

Job Number: 75TREE05 | Category: Office & Administrative | Program: Community Service - FED |
Reimbursement Rate: 75%