

## Work Study Job Description

<b>Job Title</b>	Arts Administration Assistant
<b>Organization Name</b>	Path with Art
<b>Job Location</b>	Downtown Seattle
<b>Address</b>	1402 Third Avenue Suite 1024 Seattle WA 98101
<b>Pay Rate</b>	\$12.00 - \$15.00
<b>Employment Period</b>	Academic Year
<b>Hours Per Week</b>	19 hrs/wk
<b>Contact Supervisor</b>	Amara Dumlao
<b>Phone Number</b>	
<b>Email Address</b>	info@pathwithart.org
<b>Website</b>	

### Nature of Organization

Path with Art is a Seattle nonprofit organization that provides creative engagement for adults in recovery from homelessness, addiction and other trauma who are working to rebuild their lives. More on our site: [www.pathwithart.org](http://www.pathwithart.org)

### Duties and Responsibilities

- Assist with data entry, mailings, and projects as they come up
- Help the staff to complete tasks on the fly
- Run errands as needed
- Take part in brainstorming sessions
- Assist in the creation and execution of our public events and showcases
- Provide communications support
- Assist staff of a non-profit arts education organization

### Minimum Qualifications

- Proficiency with MS Office and Mac OS
- Excellent written, verbal and interpersonal communication skills
- Strong organization and tracking skills
- Reliable and punctual

### Educational Benefits

- Resume building business experience
- Build work and community connections
- Gain experience in the nonprofit sector
- Opportunity to work with a diverse population of people
- Arts administration experience
- Social service administration experience

### **How to Apply**

Send a resume to [info@pathwithart.org](mailto:info@pathwithart.org) with the subject: WS - Arts Administration Assistant

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Job Number: 75PATH01 | Category: Office & Administrative | Program: | Reimbursement Rate: 75%