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

Work Study Job Description

Job Title	Development Communications Coordinator
Organization Name	El Centro de la Raza
Address	2524 16th Ave S Seattle, WA 98144
Pay Rate	$12 - $14
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Miguel Maestas
Phone Number	206-957-4650
Email Address	associate@elcentrodelaraza.org
Website	http://www.elcentrodelaraza.org/
EIN	91-0899927

Nature of Organization
El Centro de la Raza advocates on behalf of and meets the needs of society's most vulnerable. El Centro is a community-building organization that serves Seattle's Latino, minority and low-income groups with programs that remove barriers to stability through culturally relevant social services.
Duties and Responsibilities
Minimum Qualifications
You must be able to work well with others and stay on task in a busy office environment, and possess excellent writing skills (grammar, proofreading, relevance, ability to be concise, etc.). Excellent writing skills a must as well as good verbal communication skills. Strong attention to detail. Strong interpersonal and organizational skills. Willing to be flexible. Familiar with MS Word, and Excel. Spanish speaking encouraged but not required. Third, fourth year student preferred.
Educational Benefits
Multi-cultural immersion, experience with a well-established nonprofit serving Seattle’s Latino and People of Color communities, chance to learn about non-profit development, management and in social justice movement while gaining practical hands on experience and professional development.
How to Apply

Please e-mail cover letter and resume to assocate@elcentrodelaraza.org

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Job Number: 70ELCD03 | 70% | Closed