

Work Study Job Description

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| Job Title | Admin Assistant |
| Organization Name | Interim Community Development Associatio |
| Job Location | 601 South King Sstreet, Suite 305, Seattle, WA 98104 |
| Address | 601 South King St. Suite 305 Seattle Washington 98104 |
| Pay Rate | \$10.00 - \$11.00 |
| Employment Period | Academic Year |
| Hours Per Week | 19 hrs/wk |
| Contact Supervisor | Mindy Au |
| Phone Number | (206) 623 51 |
| Email Address | mau@interimicda.org |
| Website | http://www.interimicda.org |

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| Nature of Organization |
| Non-profit community based organization |
| Duties and Responsibilities |
| Customer service, checking incomming mail, helping in admin filing and organizing office records and files. Front Desk duties and any other special assigned duties by the Executive Director. |
| Minimum Qualifications |
| High School Diploma |
| Educational Benefits |
| Performing these duties will enhance students confidence in dealing with multi cultured population and would prepare them to be a better responsible candidate by the time they finish their work study. |
| How to Apply |
| Go online website or in person. |