OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Communications Intern
Organization Name	The Alexander Hamilton Friends Associati
Job Location	United States
Address	216 1st Ave S, Ste 345 Seattle Washington 98104
Pay Rate	$10 - $10
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Aya Hoffman
Phone Number	2067740764
Email Address	ahoffman@hamiltonfriends.org
Website	http://www.hamiltonfriends.org

Nature of Organization

The Alexander Hamilton Friends Association is a Seattle-based nonprofit that identifies talented, low-income high school students and provides them with the tools and mentorship to help them achieve their highest personal and career goals.

Duties and Responsibilities

The Communications Intern will support and assist the Communications & Events Coordinator in the planning and execution of the marketing functions and special events of The Alexander Hamilton Friends Association. The intern will primarily support outreach and marketing efforts for the 2013 award cycle, assist with execution of our social media plan (including updating content on Facebook,
blogs, and producing a bi-monthly e-newsletter), and assist with event coordination and data entry.

Minimum Qualifications

o Demonstrated excellence in interpersonal, oral, and written communication skills
o Proven organizational skills
o Proven Self-starter
o Team player
o Flexibility and eagerness to learn and work on different tasks as needed
o Regularly displays enthusiasm for work
o Strong command of Microsoft Office Applications and familiarity with database operations

Educational Benefits

o Gain experience in areas of e-communication and event coordination
o Gain work experience in an nonprofit office environment
o The opportunity to work in a supportive environment that encourages creativity and new ideas

How to Apply

Email a cover letter and resume to Aya Hoffman at ahoffman@hamiltonfriends.org.

Job Number: 75AHFA01 | Category: Education | Program: Community Service - FED | Reimbursement Rate: 75%