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

Work Study Job Description

Job Title	COMMUNICATIONS AND VOLUNTEER RESOURCES ASSISTANT
Organization Name	The Center for Wooden Boats
Address	1010 VALLEY STREET Seattle, Washington 98109
Pay Rate	$10 - $12
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Lara Schmidt
Phone Number	206-382-2628
Email Address	lschmidt@cwb.org
Website	http://www.cwb.org
EIN	91-1061721

Nature of Organization

THE CENTER FOR WOODEN BOATS is a hands-on maritime museum where every visitor has opportunities to engage in heritage experiences. Located in a floating Boathouse on South Lake Union, The Center for Wooden Boats is a beautiful and bustling place.

Duties and Responsibilities

The Communications and Volunteer Resources Assistant supports CWB operations by providing administrative assistance to the Volunteer Program and Communications Department. This person will utilize skills in scheduling, file management, database management, marketing, social media and communications. This position will be supervised by the Communications and Volunteer Resources Manager, and will work closely with volunteers and other staff members.

Minimum Qualifications

• Great with all kinds of people. Patient, friendly, compassionate, sense of humor
Comfortable using office software like Excel, Word and email programs
Extraordinarily organized
Experience volunteering, or working with volunteers
Working knowledge of boat terms or desire to learn.
Awareness of or experience with social media best practices for business

Educational Benefits

This position offers valuable experience in a non-profit setting and with museum operations. The right candidate will have the opportunity to work independently on projects, as well as learn from a team of highly qualified professionals. This position is a good fit for those interested in careers in Marketing, Communications, Human Resources, Non-Profit Administration or Museum Sciences.
How to Apply
Email a Cover Letter and Resume, including three references, to Lara Schmidt, lschmidt@cwb.org.

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