OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON

Work Study Job Description

Job Title	Program Assistant
Organization Name	Starlight Children's Foundation Northwe
Job Location	Redmond
Address	5001 -150th Ave NE Ste 110 Redmond WA 98052
Pay Rate	$10 - $12
Employment Period	Summer, Academic Year
Hours Per Week	Up to 19 hrs/wk
Contact Supervisor	Anna Brown
Phone Number	425-861-7827
Email Address	anna@starlight-northwest.org
Website	http://www.starlight.org/northwest

Nature of Organization

Starlight Northwest is a local chapter of a global organization. We work with seriously and terminally ill children and their families, providing a comprehensive menu of both in- and out-of-hospital programs that support the whole family.

NON PROFIT

Duties and Responsibilities

This position supports the Director of Programs & Community Outreach. Duties may include:

-Researching program opportunities
-Registering families for events
-Calling families to confirm registration
-Staffing events for kids and families
-Approaching community businesses for donations (e.g., tickets to a concert for our families)
-Other duties as assigned

Minimum Qualifications

The ideal candidate has some work experience, a friendly, outgoing personality and a professional demeanor. You'll spend a lot of time on the phone and doing research online, so you need to be an excellent communicator! Also, be flexible-- our office is a fun environment, and we expect you to "roll with the punches" and help us get the job done. Because we have just three full-time staff, you need to be exceptionally organized and responsible.

Educational Benefits
This is a great opportunity for someone who is interested in pursuing nonprofit work in programming and/or development. You'll learn a lot and get a lot of hands-on experience in many different areas. This may be an especially great opportunity for someone pursing a degree in education, counseling, social work or psychology.
How to Apply
Send your cover letter and resume to anna@starlight-northwest.org.

Job Number: 75STAR01 | Category: Office & Administrative | Program: Community Service - FED | Reimbursement Rate: 75%