

Job Opening – Work Study Position

Looking for a dynamic student interested in learning about non-profit agencies by providing administrative support to the Employment Team and Housing Program Manager of an agency offering educational training and housing assistance to individuals moving from welfare into the workforce. Duties Include but not limited to:

- Drafting and editing Resumes, Cover letters etc.
- Assisting with scheduling appointments and meetings
- Contacting clients on a regular basis
- Developing employer relationships on behalf of WVEE
- Assisting clients with goal orientated plans, identifying barriers, utilizing community resources and support
- Maintaining client database and client files
- Working in collaboration with partnership agencies
- Special projects
- Monitoring client activities and various other general office duties

Required Work Experience and/or Training:

- Experience with daily office tasks including multi-line phone system, filing, copying and faxing.
- Experience working with Microsoft Word, Excel and Access is preferred
- Experience working with a database preferred

Required Knowledge, Skills and Abilities:

- Strong customer service skills
- Ability to work in a team setting
- Self motivated
- Able to multi-task and manage time effectively
- Strong interpersonal communication skills
- Interest in non-profit, social services agencies and its mission

Position Title: Project Assistant
Position: A minimum of 2 quarters
Hours per week: 10 – 12
Pay rate: \$10.50/hr

Please email your cover letter and resume to Deborah Howell at DeborahH@wvee.org or mail to:

Deborah Howell
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Washington Women's Employment & Education
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