OFF-CAMPUS WORK STUDY POSITIONS
2006-2007

RESOURCES FOR SUSTAINABLE COMMUNITIES
Katie Fleming
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Job Title: Administrative Assistant

Pay Rate: $9.00-10.00/hour

Effective Dates: September 16, 2006 to June 15, 2007

Job Description:
• Assist the education team and office manager in a variety of tasks, including:
  o Preparing teacher and student support materials for schools program.
  o Aiding in scheduling presentations for schools program.
  o Aiding in the development of various education programs.
  o Aiding the education coordinators in a school anti-idling program.
  o Mailing, data entry, and other general office tasks as requested by the education coordinators or the office manager.
  o Staffing the recycling hotline.

Educational Benefits:
• The student employee will:
  o Learn about and become involved with a variety of environmental education programs.
  o Become acquainted with local environmental issues.
  o Become acquainted with the administrative procedures of a non-profit organization.
  o Learn to participate as a team member in a non-profit setting.

Minimum Qualifications:
• Basic computer skills, including general knowledge of Microsoft Office programs, the ability to perform internet searches, and familiarity with the PC operating system.
• Friendly, enthusiastic, cooperative attitude.
• Self-motivated; able to follow directions and complete tasks efficiently.
• Students with an interest in Environmental Studies/Education are preferred.