OFF-CAMPUS WORK STUDY POSITIONS
2006-2007

DOWNTOWN RENAISSANCE NETWORK
Kirsten Shelton
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Job Title:  Project Assistant
Pay Rate: $8.00-$9.00/hour
Effective Dates:  September 18, 2006 to June 15, 2007

Job Description:
•  Assist Network Director with project planning and administration, which includes:
  o  Special event support
  o  Member outreach
  o  Office organization and support.

Educational Benefits:
•  Student employee will learn skills in event and project management
•  Gain communication and organization skills.

Minimum Qualifications:
•  Organized
•  Self-motivated
•  Basic office skills:
  o  Phone
  o  Computer
•  Reliable and timely