

## **OFF-CAMPUS WORK STUDY POSITIONS 2006-2007**

### **RESOURCES FOR SUSTAINABLE COMMUNITIES**

Katie Fleming  
1155 N. State Street #6  
Bellingham, WA 98225  
(360) 733-8307  
[katief@re-sources.org](mailto:katief@re-sources.org)

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

Educational Benefits:

- The student employee will:
  - Learn about and become involved with a variety of environmental education programs.
  - Become acquainted with local environmental issues.
  - Become acquainted with the administrative procedures of a non-profit organization.
  - 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.