

OFF-CAMPUS WORK STUDY POSITIONS 2006-2007

DOWNTOWN RENAISSANCE NETWORK

Kirsten Shelton
PO Box 1201
Bellingham, WA 98227
(360) 527-8710
Kirsten@downtownbellingham.com

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:
 - Special event support
 - Member outreach
 - 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:
 - Phone
 - Computer
- Reliable and timely