

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

### **WHATCOM DISPUTE RESOLUTION CENTER**

Moonwater  
13 Prospect Street  
Bellingham, WA 98225  
(360) 676-0122  
director@whatcomdrc.org

Job Title: **Office Assistant**

Pay Rate: \$9.00-11.00/hour

Effective Dates: September 29, 2006 to June 15, 2007

Job Description:

- Assist in managing client contacts, community outreach, volunteer services and administrative duties.
- Activities include information and referral, clerical tasks, problem solving and program development.
- Essential Responsibilities:
  - Client services
  - Program services
  - Administrative duties
  - Board support
  - Additional support for Director as assigned

Educational Benefits:

- Free training in conflict resolution and/or mediation.
- Opportunity to deepen understanding of alternative dispute resolution and mediation.
- Opportunity to deepen understanding of our partnership with the Court System.
- Opportunity to deepen understanding of nonprofit programs, services, outreach and development.

Minimum Qualifications:

- Strong written, verbal and organizational skills.
- Strong active listening skills.
- Ability to work independently and with a team.
- Flexibility.
- Sense of humor.
- Enjoys working at a dynamic environment.