Paid Student Staff Positions Now Open for Communication Project on Homelessness Funded by Gates Foundation

Job Title	**Project Assistant.** We'll hire 1-2 project assistants for the 2019-2020 school year, with positions starting this summer if possible. We welcome applicants from a variety of majors, especially communications, public affairs, digital design and social work.
Date of Posting	May 8, 2019
Hiring Manager	Catherine Hinrichsen, project director, hinrichc@seattleu.edu
Department	Institute of Public Service, Project on Family Homelessness (www.projectonfamilyhomelessness.org)
Position Summary	This position serves the Project on Family Homelessness by **generating content** to be used by the project and its community nonprofit partners, and **assisting with special events**. Partners include the non-profit organizations that work to end family homelessness in Washington state. The Project Assistant reports to the Project Director, a senior strategic communications professional. This is an exciting opportunity to produce and publish your work, help manage special events, contribute to the success of a highly visible project and help our partners solve homelessness. Students are welcome to arrange for internship credit, if available through their departments, on their own. The Project on Family Homelessness is funded by a grant from the Bill & Melinda Gates Foundation and was founded in 2010. Students work 10-15 hours/week while school is in session. Depending on the project's workload, there may be an opportunity for the student to work more than 20 hours/week during summer if not taking classes. The wage is currently $16/hour for undergraduates and $17/hour for graduate students.
Essential Job Functions	1. **Research and Produce Content** The Project Assistant will research and produce content about family homelessness and related issues on a regular basis. Depending on the assignment, this content may consist of news or feature articles, interviews, Q&As, news releases, blog posts, videos, audio recordings, social media posts, infographics, fliers/posters, photos, podcasts, or other media. All content must be of sufficient quality that it can be used by nonprofit community partners after editing/review and approval by the project director. Several assistants work on this project, so one applicant need not have skills in all these areas, but excellent communication and writing skills are essential for all applicants. Past assistants have produced work such as infographics that partners use to influence local and state legislation and funding; brochures and fact sheets on renters' rights and other related issues; blog posts that were published on the global blog of the Bill & Melinda Gates Foundation; three-minute audio stories produced from recordings collected through our StoryCorps project; a 30-minute documentary on gentrification in the Central District; advocacy materials for the film "The Florida Project"; a Voters' Guide on Housing and Homelessness for the 2017 mayoral election; and more. 2. **Assist with Special Event Production** The Project Assistant will help implement special events for the project, such as community film screenings, receptions, public forums and more. For example, assistants have most recently spearheaded events for Housing & Homelessness Advocacy Day and Affordable Housing Week; helped with and presented at a regional conference for universities on homelessness; and helped with a storytelling event with The Seattle Times Project Homeless. 3. **Monitor, Identify and Create Content Opportunities** On occasion, the Project Assistant may be asked to represent the project at a meeting outside the university and to report back to the project manager about potential news and content opportunities. The assistant can also propose topics of special interest to them and develop rationale for why it would benefit project partners. Finally, the assistant will be expected to make recommendations for how partners can improve the ability of their content to engage their audiences.
Marginal Job Functions	Attend staff meetings and participate as a team member in planning, developing, providing and assessing services rendered by the Project. Perform other duties as assigned.

Minimum Qualifications	Junior standing or higher (except in special circumstances), plus at least one year of experience in print or online media, strategic communications/public relations, video production, social media, photography, or podcasts. Internships for credit may count toward the one year of experience. Past assistants have represented a wide range of areas of study besides communications, from economics to nonprofit leadership to school psychology.
	Excellent writing skills required. Knowledge of newswriting style preferred. Ability to meet deadlines and manage time is essential. High adherence to ethical standards of strategic communications, journalism and social sciences is required, as are the abilities to be highly productive, to balance school deadlines with work deadlines and to understand the commitment required to follow a project from conception to delivery. Interest and experience in policy and advocacy is a plus. For Digital Design assistant, skills in the Adobe creative suite are preferred.
	Other minimum qualifications: Excellent interpersonal and communications skills. Excellent problem-solving abilities and judgment. Commitment to maintain the confidentiality of legally protected and highly sensitive information. Ability to manage and meet multiple deadlines; to work well independently and collaboratively with other staff; and to collaborate with diverse groups. Commitment to follow-through and excellent service.
	Additionally, the candidate **must be able to successfully complete a writing test**.
	• All candidates must show a demonstrated commitment to diversity and the university's mission, vision, and values. • Transportation is not required, but the applicant must be able to get to meetings and other events off campus. • This position requires a criminal history background check. • Please note: Students who will study abroad during the school year will be considered, but we prefer students who can commit to the full school year.
Preferred Qualifications	• Senior-level status or higher at Seattle University. • Experience in working with homelessness service providers and/or knowledge of family homelessness. • Understanding of the client/agency relationship or other experience serving a client/customer. • Experience with university data systems. Experience with Web site content management systems (especially Terminal Four and Wordpress), online media and social media. • An interest in the legislative process in the state of Washington and at the federal level is a plus. • Prior internship experience in communications or digital design is desirable.
Application Instructions	Applicants must **provide the following items as a packet** (**hard copy**) to Catherine Hinrichsen, Institute of Public Service, Project on Family Homelessness, Casey 210-08, Seattle University. 1. Cover letter explaining why you are interested and qualified 2. Resumé 3. At least three writing or visual samples (include hard copies of online materials, and links to film/audio content) 4. Contact information for at least two references who can attest to your ability to meet the qualifications The deadline to apply is **Monday, May 20, 2019** but we'll review applications as they arrive. We highly encourage applicants to come to our student-led Affordable Housing Week event May 15 (register: https://renters-su.eventbrite.com). The goal is to do writing tests and interviews from May 21-29 and make the hiring decisions no later than June 3, with students starting as soon as possible after that. (In some cases we will hold a position for a student who is not available in summer but commits to return in the fall.) After we screen applications, we will choose applicants to interview, and will schedule a writing test. Please, **no e-mail applications**, but questions can be sent via e-mail to Catherine Hinrichsen, project director, hinrichc@seattleu.edu.