



# CENTER FOR CREATIVE CONSERVATION

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UNIVERSITY *of* WASHINGTON

College of the Environment

**Position:** Program Assistant

**Description:** The University of Washington's *Center for Creative Conservation* ([conservation.uw.edu/](http://conservation.uw.edu/)) is seeking an undergraduate or graduate student (hourly) to assist with daily operations of the center. The mission of the center is to promote innovative solutions to complex environmental problems by fostering collaborations across broadly diverse disciplines and sectors.

**Duties:** Duties include assisting the program manager with scheduling meetings, event planning, staffing meetings and events, communicating via social media, website and mailing list management, and other administrative needs. Other duties may include assisting with project management, programming, fundraising, facilitation, writing, and graphic design.

**Previous Experience:** Previous experience in administrative assistance is required; skills in event planning, project management, and communications is strongly preferred. Competitive applicants will demonstrate creative thinking, attention to detail, a collaborative spirit, and interest in interdisciplinary environmental studies.

**Compensation:** The program assistant is expected to work approximately 10 hours per week over a 6-month period (negotiable) at \$15/hour.

**Anticipated Start date:** early February, 2017

**Application:** Applicants should apply directly to the Center for Creative Conservation ([c3UW@uw.edu](mailto:c3UW@uw.edu)). Please include a resume and cover letter describing how you are qualified for the position. The program assistant will be supervised by Dr. Sara Jo Breslow, Program Manager and Research Scientist. Opportunities also exist to interact with members of the Center's staff, steering committee, and project teams.

**Deadline:** Applications received before January 1, 2016 will be given priority.

The University of Washington is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to, among other things, race, religion, color, national origin, sex, age, status as protected veterans, or status as qualified individuals with disabilities.