Work-Study Job Request, University of California, Berkeley

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| Job Number: | 1385446832 | Title Code: | 4000 |
| Job Title: | Development/Marketing Assistant | Employer: | Hesperian Foundation |
| Hourly Rate: | $ 11.00 | Positions: | 1 |
| Apply To: | Julia Nakad | Work Hours: | 8-10+ hours per week, flexible |
| Phone: | N/A | Address: | 1919 Addison Street Suite 304BERKELEY, CA 94704- |
| Start Date: | September 8, 2013 | Supervisor: | Michelle Nguyen |
| How to Apply: | https://workstudy.berkeley.edu/images/uncheck.gif    Callhttps://workstudy.berkeley.edu/images/uncheck.gif    Pick Up Applicationhttps://workstudy.berkeley.edu/images/uncheck.gif    Mail Resumehttps://workstudy.berkeley.edu/images/uncheck.gif    Fax Resumehttps://workstudy.berkeley.edu/images/checkbox.gif Email Resume at jobsearch@hesperian.org |
| Description: | Job Description (Duties and Responsibilities): Hesperian Health Guides is the nonprofit publisher of *Where There Is No Doctor* and other educational materials that promote health and self-determination in poor communities throughout the world. Our office is within walking distance of the UC Berkeley campus. For more information about our organization, please visit our website at http://www.hesperian.org. We are looking for a dependable student to support our five person fundraising team, which raises funds from individual donors, foundations, and corporations. Responsibilities include donor database management, donor segment analysis supporting data-driven lead generation, and providing trend reports. Additional duties include processing donations, compiling quotes and stories from Hesperian book users, and assisting with mailings and filings.  |
| Qualifications: | Minimum Qualifications (skills, knowledge, abilities, experience):-Interest in and dedication to issues of health justice. -Prior data entry experience is essential and must be proficient in Excel. -Accuracy, attention to detail and reliability are a must. -Ideally in their 2nd year at Cal. –Please apply through email with a resume and a brief cover letter indicating that you are applying for the position of Development Assistant. |