**Quixote Work Study Job Description**  
Employer: Panza dba Quixote Communities, a 501c3 nonprofit  
 Quixote Work Study 2020-2021  
**WHO WE ARE:**  
We strongly believe at Quixote Village that everyone deserves safe and affordable housing. We work to provide housing for our community members experiencing homelessness in Thurston County, Washington. We are a tiny house village that offers communal living with rich peer mentorship and support. Our staff work side-by-side with residents to help them reach their individual goals and to connect them with various community services. Our houses are economically efficient, costing less than half of what it costs to build your average apartment. We also leave a smaller footprint with our simple 144 sq. ft. homes. But the most rewarding part of it all, is that our residents are no longer homeless. Housing is a primary need, first and foremost. Once residents are housed they are then able to work on other aspects of their lives such as education, employment, substance use, physical health, and mental health. This is no easy feat. Our residents are resilient survivors and we see their successes here every day.  
  
**INTERNSHIP SUMMARY:**  
The Quixote Work Study provides on-site administrative support to the staff at Quixote Village, including managing our donations and donor database, managing our general email account, putting together resources for staff and residents, helping staff research ways to braid or best use community resources, responding to questions from community members, and other administrative functions. The Quixote Village work study reports to the Program Manager. Position is appx 10-15 Hours/week. Some opportunities to work remotely with approval.  
DESCRIPTION:  
  
**MAJOR DUTIES AND RESPONSIBILITIES:**

* Manage the Quixote Village email account and answer general inquiries about the Village.
* Redirect specific emails to the appropriate resource (Volunteer Coordinator, Program Manager, etc.)
* Use Compass 360 software to track donations.
* Write and mail acknowledgments to donors.
* Answer phone calls and emails from community members seeking resources or information about Quixote.
* Connect with and learn about community resources and update information around existing resources.
* Build resource guides for staff and residents in Thurston, Mason, and Pierce Counties.
* Handling office tasks such as filing and ordering supplies.
* Greet and assist visitors to the Village dropping off in-kind donations.
* Maintain polite and professional communication.
* Other administrative functions as assigned.

**QUALIFICATIONS:**

* Enrolled in an accredited BA or AA program in social services or related field.
* Willingness to work in a setting with a vulnerable population.
* Prior administrative experience.
* Excellent computer and communication skills.
* Attention to Detail
* Requires time management and interpersonal skills.
* Support and uphold the mission, beliefs and values of Quixote Communities.
* Support and contribute to a creative, collaborative and respectful environment that promotes teamwork.
* Criminal History Background Checks are required prior to employment.
* A passion for the work we do and an interest in learning about the Quixote model in depth is critical for this position. This will facilitate the student's ability to become a knowledgeable resource for community members inside and outside of the organization

**Application process**  
Send cover letter and resume to:  
Quixote Communities  
3350 Mottman Rd. SW  
Olympia, Washington 98512  
   
or email to: info@quixotecommunities.org   
   
Questions? Contact Program Manager Ken Bailey at (360) 338-0451  
   
For more information about Quixote Village, go to [www.quixotecommunities.org](http://www.quixotecommunities.org/)  
   
   
 