

SERVICE-LEARNING YELLOW PAGES
PLACEMENT SITE

Updated: 8/12/21

Name of Agency: Northwest Asian Weekly / Seattle Chinese Post

Volunteer Site Address: 412 Maynard Ave S, Seattle, WA 98104

Mailing Address: P.O. BOX 3468 Seattle, WA 98114

Agency Hours: 9am – 6pm

Contact: Assunta Ng

Phone: 206-223-0623

Email: assunta@nwasianweekly.com

Fax: 206-223-0626

Website: www.nwasianweekly.com

Agency Description:

Newspaper publishing

Public relations campaign

Events organizer

Project management

Position Descriptions:

- Coordinating events
- Calling potential sponsors
- Updating website

Days and hours students can serve in these positions:

Mon, Tues, Thurs, Fri afternoon.

Minimum time commitment required of volunteers:

None.

What qualities, abilities and skills are important at your agency?

Computer skills, send out letters, telephone skills, enthusiasm and patience.

Is volunteer orientation provided? Yes.

Length of time students should budget for it: 2 hours.

Is volunteer training provided? Yes.

Length of time students should budget for it: 15 mins each session.

Is on-site supervision provided? Yes.

Number of Service-Learning positions available per quarter: 2

*Please return to: Service-Learning Program, Seattle Central College,
1701 Broadway, BE1103, Seattle, WA 98122*