

Latin Entrepreneur Outreach

-Program Assistant Position

- **Attend staff meetings**
- **Translate program materials (flyers, social media, ect...)**
- **Create flyers for Latin communities**
- **Manage programming social media**
- **Manage program calendar**
- **Respond to emails and answer calls regarding programs**
- **Proofreading and making copies of documents**
- **Assisting in the planning and overseeing significant events**
- **Relaying internal emails to staff**
- **Distribute materials and present to Latino communities**
- **Plan and organize a Spanish network night**
- **Appear for interviews on radio shows**
- **Attend Spanish events to increase the outreach**

A laptop and business cards will be made available for your use to pursue the outreach to the community. You may also keep track of your mileage at \$0.58/mile.

**Position is part-time (24 hour/week) Flexible Schedule
\$16/hour**