

Volunteer Job Description

Title: Latino Business Liaison
Report To: Latino Program Coordinator
Trained By: Latino Program Coordinator
Shift: 2 Hours per Week
Schedule: 9am to 6pm, Monday through Friday
Minimum Commitment: 3 months

Job Summary: Under the supervision of the Latino Program coordinator, solicit donations from businesses to support the program's events as well as finding other ways for businesses to collaborate and support these events.

Duties and Responsibilities

- Make calls to business
- Write letters to business
- Establish relationships with businesses
- Solicit donations

Knowledge, Skills, and Abilities

- Pleasant telephone manner
- Ability to compose letters
- Great networking skills