

Volunteer Job Description

Title: Latino Online Promoter
Report to: Latino Program Coordinator
Trained By: Latino Program Coordinator
Shift: 2-5 hours per week
Schedule: 9am to 6pm, Monday through Friday
Minimum Commitment: 3 months

Job Summary: Under the supervision of the Latino Program coordinator, help keep a visible online presence as well as doing recruitment for the Latino Program using social networking sites.

Duties and Responsibilities

- Monthly 1 hour check-in with program coordinator
- Promote program by updating event listings, sending message and making friends through online social networks.

Knowledge, Skills, and Abilities

- Ability to use social networking sites (e.g. myspace, facebook)
- Ability to adhere and positively promote program standards
- Detailed oriented