

# WE'RE HIRING!

## PROGRAM MANAGER ASSISTANT

- **Wage:** \$16.66/hour
- **Schedule:** 3 times per week, with a flexible schedule according to program needs and the student's school activities.
- **Location:** On-Campus, Campus View

### Job Description

- We are looking for a proactive and organized Highline student to join our team as a Program Manager Assistant. This position is ideal for a student interested in gaining experience in program and project management, with a particular focus on the Latino community.

### Job Duties

- Respond to emails and phone calls professionally.
- Handle intake forms and participant surveys.
- Assist in organizing and setting up the business reality program.
- Print documents and prepare portfolios and binders for future training sessions.
- Assist with social media management, including scheduling posts and setting up automatic responses on Facebook Messenger.
- Translate documents from English to Spanish, ensuring accuracy and clarity.
- Support the preparation of outreach materials, such as flyers, prints, and research materials for the community.
- Keep the calendar organized, schedule appointments, and take necessary notes during calls.
- Assist in setting up and organizing community projects and events.

### HOW TO APPLY:

Contact: Veronica Ochoa Chavira, Associate Business Advisor at [atvochoachavira@highline.edu](mailto:atvochoachavira@highline.edu) or (206) 529-4291

*To be eligible for this position, students must be eligible for WorkFirst Work-Study (TANF) or Financial Aid Work-Study*

