

TEMPORARY ADMINISTRATIVE ASSISTANT – VOCES INTERNSHIP OF IDAHO

Voces Internship of Idaho is hiring for a part-time temporary administrative assistant at \$16 an hour. This contractor role is remote but would be best suited for someone living in the Treasure Valley.

Voces Internship of Idaho is an equity-driven internship program that recruits, mentors and places Idaho Latino college students and recent graduates in paid newsroom internships. Since our launch in April 2022, we have placed 14 interns in paid internships at outlets around the state. Our work doesn't end after the interns complete their internships – we help alumni with job applications, provide career development and training opportunities, and host events to allow Voces alumni and interns to network with professional journalists in Idaho and around the country. We have an active advisory council of local Latino leaders and Idaho journalists, and collaborate closely with the Idaho Press Club and our fiscal sponsor, Surel's Place.

This is a contract position that would usually not exceed 10 hours a week. The admin assistant would primarily assist with task-of-the-week work running the internship program.

Job duties will likely reflect the selected candidate's strengths and skills, but duties could include:

- Managing the Voces program schedule, helping schedule meetings and intern interviews
- Handling intern and newsroom paperwork, as well as helping Voces increasingly streamline and organize all admin processes
- Assisting with social media posting and management
- Assisting with event planning and fundraisers
- Assisting with student recruitment activities
- Light graphic design work for fliers, posters, event announcements and the website
- Some donor retention and fundraising work (sending thank you cards, possibly a more regular donor update via a newsletter)
- Organizing reports to donors, grants and paperwork for fiscal sponsor Surel's Place.
- Some in-person event attendance and errands (if in the Boise area)

Familiarity with journalism, the Latino community in Idaho, nonprofits and fundraising is desired, but not required. Successful candidates will be strong writers, responsive and able to meet deadlines. This role is ideally suited for an ambitious college student or recent graduate looking to work mostly from home, with some in-person events or errands in the Boise area.

To apply, please email a resume and a short explanation (at least 300 words) of your interest in the role to vocesinternshipidaho@gmail.com. Please also include the contact information for two professional or academic references.