

# SMEL | Stimulating Minds through Entrepreneurship and Leadership

## JOB DESCRIPTION

<b>POSITION:</b>	Program Advocate
<b>DEPARTMENT:</b>	Administration
<b>LOCATION:</b>	115-15 Farmers Blvd, St. Albans, NY 11412
<b>REPORTS TO:</b>	Chief Executive Officer
<b>SALARY:</b>	\$15.00 hourly
<b>SCHEDULE:</b>	2:30 pm – 5:30 pm (Monday – Friday) This position is performance based and is also contingent on funding availability.
<b>JOB SUMMARY:</b>	SMEL is seeking a part-time Program Advocate to bring greater awareness to our programs and workshops designed to educate and support individuals seeking ways to explore entrepreneurship. The Program Advocate devises ways of reaching those who could use the organization's assistance and offering the help needed. Qualified candidates will possess strong graphic design skills, be detail-oriented, self-motivated and have the ability to organize and execute tasks in a fast-paced environment.

### EDUCATION, EXPERIENCE AND REQUIREMENTS:

- High School Diploma required; College Degree Preferred.
- Proficient in Microsoft Suite and Google Drive.
- Possess a solid understanding of SMEL' mission and values.
- Be organized, proactive, detail oriented, and able to adhere to tight deadlines.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Meet with various community-based organizations and introduce SMEL's After-school program and workshops.
- Build and manage relationships with all stakeholders including parents, teachers, guidance counselors, principals, and school administrative staff.
- Reach out to community businesses to discuss ways of partnering, and offering their services to SMEL participants.
- Attend local community board meetings. Bring awareness to SMEL programs and its needs, as well as intended areas of expansion.
- Setup indoor and outdoor informational advocacy tables and booths to introduce SMEL objectives and goals.
- Seek donation opportunities with individual and corporate prospects.
- Generate 3-5 new monthly clients. Maintain and expand SMEL's prospect portfolio.
- Create reports and work collectively with other personnel to ensure accuracy of data reporting and deliverance of information. Perform other duties as assigned.

### EOE

### HOW TO APPLY:

Please submit a cover letter, outlining how your skills & experience meet the specific components you are applying for, and your resume. Also provide us with three professional references that we can contact (at least one should be from a former supervisor) with the subject header "Program Advocate" to [careers@smelny.org](mailto:careers@smelny.org). No phone calls, please.