

Job Opening: Development & External Relations Assistant (part-time)

Location: Center for Puerto Rican Studies, Hunter College, CUNY
East Building, 68th St & Lexington Ave.

Schedule: Flexible, 19 hours per week

Start Date: Available immediately **Closing Date:** Open until filled

Compensation: Hourly rate is commensurate with work experiences, salary history and falls within established university guidelines

Assignments & Supervision: Works under the immediate supervision of the Centro Associate Director for Public Policy, Development, Media and External Relations

Description and Duties: Centro is seeking a highly motivate, capable and reliable assistant, who may be a college graduate or experienced undergraduate student, to support our fundraising and marketing efforts. Graduate and undergraduate students who are studying public affairs, non-profit management, marketing, communications, or public administration are encouraged to apply.

Responsibilities include the following:

- Assisting in the writing and mailing of thank you notes and fundraising appeals
- Aiding in the research and creation of proposals for funding
- Providing administrative help including: maintaining files, database entry, and coordination of mailings and special events
- Researching funding sources including foundations, corporations and individuals and assist in the maintenance of established donor relationships
- Aiding the production of program materials, as well as promotional products for the organization
- Helping with media and public relations efforts
- Assist with branding and marketing initiatives

Qualifications:

The applicant should possess:

- A high level of computer proficiency
- Experience with a relational donor database
- Strong written communication skills
- Strong research skills. Previous experience in grant research a plus.
- The ability to work independently on projects while meeting deadlines
- A strategic and creative approach to solving problems and a willingness to work as a team member

To apply: Forward cover letter, resume and contact information for 2 professional references via email to Jose deJesus, Associate Director for Operations, at jdejesus@hunter.cuny.edu The subject line of the email should read: **Development & External Relations Assistant** Telephone queries: 212-772-5706

About the Center for Puerto Rican Studies at Hunter College

The Center for Puerto Rican Studies is a research institute dedicated to the study and interpretation of the Puerto Rican experience in the United States, producing and disseminating relevant interdisciplinary research. Centro also collects preserves and provides access to library and archival resources documenting Puerto Rican history and heritage. We seek to link scholarship to social action and policy debates, and to contribute to the betterment of our community and enrichment of Puerto Rican studies. centropr.hunter.cuny.edu

Hunter College, located in the heart of Manhattan, is the largest college in the City University of New York (CUNY). Founded in 1870, it is also one of the oldest public colleges in the country.