



## **Job Description for Program Assistant**

**Applications are due by May 24th. The role will start on June 15th**

### **The Role**

We seek a program assistant to help us scale our entrepreneurial model with students. The assistant will assist the program director in volunteer management, implementation of the student ideas, and connecting with schools in the area. The assistant will report directly to the Program Director of Let's Innovate through Education.

### **Let's Innovate through Education**

Currently, less than 2% of all the business revenue in the city of Memphis comes from minority owned businesses yet 70% of the population is minority. Only 700 out of 46,000 African-American businesses have more than 1 paid employee in Memphis. There is a profound opportunity gap between white owned businesses and minority owned businesses due to access to capital, access to networks, and access to experience. This opportunity gap leads to lower graduation rates, lower employment rates, and cycles of poverty.

Named one of the 20 ideas that can change the world by Forbes Magazine, Let's Innovate through Education (LITE) empowers African-American/Latino high school students to launch entrepreneurial ideas. LITE provides capital, 1 on 1 coaching, and access to networks through a six-month entrepreneurial incubator. After the incubator, students are matched with paid internships in college and compete for access to a venture capital fund to start businesses after college graduation. The goal of LITE is to build a pipeline for minority entrepreneurs from the age of 16 to 25 to close the opportunity gap with businesses.

A hallmark of our organization is a relentless belief that we can close the opportunity gap in this country by advocating for low-income students every hour of every single day. We work hard and we care passionately about the communities we serve in. Lastly, we believe to our core that our students are capable of achieving anything and that we will do everything in our power to help them achieve their dreams.

### **Primary Responsibilities**

- Assist the Program Director with workshops, weekly finalists' sessions, and ongoing finalist experiences.
- Manage teams of weekly volunteers through email.
- Coordinate student events with venues, partner organizations, and students.



-Create detailed memos for weekly action steps for each student based on meetings with Program Director.

-Create and manage paid social media ads for the organization

### **Requirements**

#### *Prior Experience*

- Experience working with African-American/Latino communities.

-Experience planning events in a short-time frame.

-Demonstrated passion for working with entrepreneurs.

-Possess a strong network within existing high schools through teachers, principals, and other staff.

-Possess a strong network within Memphis through non-profits and businesses.

#### *Skills*

-Excellent relationship building skills

-Extremely organized with email and task management.

-Excellent at translating conversations/emails into action steps that can be achieved in a short time frame.

-Ability to manage small and large projects and reach ambitious goals.

-Ability to network and find the right person within an organization to get a task done.

-Ability to think creatively about problems that students will face when launching projects.

-Ability to navigate being persistent with communication and relentless about achieving goals while also not being overwhelming in communication.

#### *Education*

-A bachelors degree is required.

### **How to apply**

-Submit a resume to Hardy Farrow at [hardyfarrow@litememphis.com](mailto:hardyfarrow@litememphis.com)



### Salary/Hours

Salary for this position is competitive with entry-level jobs for non-profits.