



- JOB ANNOUNCEMENT -

LATINA *Style*, Inc. the premier company addressing the needs of professional Latinas in the United States has developed some of the most successful programs addressing the needs of Hispanic women: the LATINA *Style* 50 Awards and Diversity Leaders Conference, the LATINA *Style* Business Series, the National LATINA *Symposium*, and the LATINA *Style* Hero Initiative. All programs are designed to highlight and profile Latina achievement and build a bridge with the general market.

Position: Assistant to the President/Special Projects & Events Assistant Coordinator
Status: Full-time
Reports to: CEO & Special Events Senior Manager
Location: Dallas, TX

Scope of Work:

- Represent the president by welcoming visitors, reviewing correspondence; arranging meetings and other corporate functions; answering questions and meeting requests directed to the president.
- Arrange corporate travel and meetings by developing itineraries and agendas; arranging lodging and meeting accommodations.
- Complete projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving; making adjustments to plans.
- Oversee the planning and implementation of special projects such as the LATINA *Style* 50 Report;
- Develop mechanisms to track the implementation of each special project and distributes appropriate project management reports outlining the implementation, status updates and resulting outcomes;
- Keep the CEO and Special Events Senior Manager apprised of progress and roadblocks encountered on each project;
- Assist with the planning and implementation of other special events such as the LATINA *Style* Business Series, the LATINA *Style* 50 Diversity Leaders Conference, National LATINA *Symposium*, LATINA *Style* Hero Initiative, and the Anna Maria Arias Foundation Gala Awards;
- Management, monitoring and evaluation to maintain effective national strategic partnerships;
- Maintain and update website, event databases, field incoming calls, follow-up calls;
- Coordinate media coverage and interviews for each event; write and distribute press releases;
- Coordinate transportation arrangements (flights/trains/rental cars, etc.);
- Coordinate and follow up correspondence/conference calls;
- Attend conferences, trade shows, conventions and community events as necessary on behalf of the company; responsible for setting up, tear down and staffing;
- Responsible for update and maintain social media outlets on behalf of LATINA *Style*, Inc.;
- Perform other duties and projects as assigned.

Qualifications:

- Excellent professional interpersonal, writing and verbal communication skills;
- Has experience in web, online and digital communications and can integrate and align content across platforms; Computer skills: Microsoft office software, excel, and internet skills;
- Detail oriented, self-motivated, highly organized, a great communicator, able to manage a wide variety of tasks and be, and ability to work comfortably and effectively in a fast-paced environment;
- Is skilled in teamwork and collaboration, and can work either alone or as part of a team under (sometimes) time pressure, to multi-task and deliver great work;
- Able to work on tight deadlines and willingness to travel nationally and work weekends;
- Awareness of the Latina professional community and national Hispanic organizations;
- Bilingual (English-Spanish):written and oral;
- U.S. Citizen or legal resident;
- Salary based on experience.

APPLICATION

Please follow these instructions carefully. Qualified applicants should send an electronic package of materials (cover letter, resume and three references) to: LATINA *Style*, Attention: Tania Einhorn at tania@latinastyle.com and Robert Bard at Robert@latinastyle.com; no phone calls or emails to staff please. Please note we CANNOT accept your application if it is not sent in the following format, and does not include the following materials:

- Email subject line: In the subject line put your name and the title of the position for which you are applying: Your Name - **Assistant to the President/Special Projects & Events Assistant Coordinator**. Please note that if you don't include the position title in the subject line of your email, your application may not be seen.
- Attachments: Please include a current resume and your cover letter; and three recommendations able to speak to your skills and experience and who are willing to be contacted.

We regret that we may not be able to reply to all applicants and that we cannot consider applicants who do not provide all of the above information.

Application deadline: August 13.

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LATINA *Style* is an equal opportunity employer and does not discriminate on the basis of race, gender, ethnicity, marital status, sexual orientation or any other legally protected status.