

## **Washington County Black Professionals Network Marketing and Business Administrator**

Hourly Rate \$20/hour (3-6 hours a week, note on big event weeks may require more hours)

- 1- Market all WCBPN events on social media platforms, paper copy distribution as needed
- 2- Increase membership and event attendance by reaching out to prospective new members (Black business professionals as well as Black business owners), past attendees, etc.
- 3- Track attendance at WCBPN meetings and events
- 4- Take photos/videos at WCBPN meetings and events
- 5- Create flyer for events
- 6- Solicit and identify future speakers for WCBPN meetings and events
- 7- Moderate meetings when needed
- 8- Provide administrative or business support as needed to WCBPN Board members and for events
- 9- Attend scheduled board meetings as needed

To apply, please send your resume and letter of interest to Tania Anderson at [tanderson@harccoalition.org](mailto:tanderson@harccoalition.org).