**Casa Purchase, An Outreach Center for Latin American Studies**  
**Purchase College: Office Assistant Intern (Purchase College, SUNY)**

 The office assistant intern will assist the director of Casa Purchase in the daily functions of the Center. Responsibilities include but are not limited to: updating the center’s website, blog, and social media accounts; making phone calls; assisting during partners’ campus visits; assisting in setting up tables and rooms for special events; light typing and filings, and basic errands. We are looking for candidates who can take initiative and are eager to learn.

**Expected Learning Outcomes**: The intern is expected to learn the daily operations of an outreach center, develop leadership skills when working with local nonprofit organization. The intern is expected to learn through experience the pros and cons of community outreach work. The intern will develop cultural awareness by working with local groups that represent underserved minorities.

**To Apply:** Contact Leandro Benmergui: [leandro.benmergui@purchase.edu](mailto:leandro.benmergui@purchase.edu).