

HHF Accepting Applications for Technology Investing Operations Fellowship

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Washington, DC – LOFT is seeking a highly motivated, creative, detail-oriented, entrepreneurial Fellow with an interest in technology investing and growing companies. The Fellow will be under the guidance of Emanuel Pleitez and Alberto Avalos in Los Angeles, while occasionally interfacing with CEOs of Latino-led technology companies and Latino venture capitalists. Focusing on operations, the Fellow will support Latino-led portfolio companies of Emanuel Pleitez. The overall responsibilities include providing structure, process, and administration for improved portfolio company execution. In addition, the Fellow will also support the creation of a new technology-focused private equity fund. The Fellow will gain valuable skills in growing small technology-enabled companies and receive exposure to the investing and fund creation process.

Responsibilities

Manage multiple projects in parallel for technology-focused portfolio companies of Emanuel Pleitez under the supervision of Alberto Avalos
Conduct digital marketing to include search engine optimization and search engine marketing
Manage customer service operations for a Latino-led tech-enabled hospitality company
Develop slides for a private equity fund investment pitch deck
Organize investor databases for a private equity fund fundraising process
Support team communications through update emails, blog posts, and social media
Create documentation to help manage, refine, and scale efforts across different teams

Eligibility: Recent college graduate or experienced young professional

Qualifications:

Motivated, self-starter, outside-the-box thinker, natural team player
Demonstrate excellence in organizational, managerial, and communication skills
Interest in technology startups
Ability to efficiently manage multiple tasks and responsibilities
Resourceful and capable of working with minimum supervision
Customer focus oriented
Google analytics experience a plus, but not required

Commitment and Compensation: The Fellowship is full-time and pay is commensurate with experience. A limited amount of internships will be created to support the Fellow.

How to Apply: Applications accepted on a rolling basis. Please send your resume to alberto@hispanicheritage.org with your name in the subject line of the email.

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WHEN : 2018-11-15 10:37:29
WHERE :

CONTACT:

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