

SCHOLARS IN SERVICE – JOB DESCRIPTION 2024

Moreno Seeds Foundation

Mission: To empower immigrants by cultivating opportunities that promote education and professional growth

Community service hours are available at the Moreno Seeds Foundation, located at 1625 E. Shaw Ave, Suite 155, from Monday to Friday, 9 a.m. to 4 p.m. Moreno Seeds Foundation provides guidance and support for AB540 college students regarding working as independent contractors, internships, advocacy, professional licenses, and life after college.

Job Title: Program Assistant

Number of Openings: 1

This position will allow the student to develop employability skills that last a lifetime.

Responsibilities:

- Identification and recruitment of AB540 college students
- Assist in the implementation of workshops and trainings, such as:
 - Financial aid
 - Internships
 - Becoming an independent contractor
 - Developing a career interest business
 - Community resources
 - Professional licenses
- Represent the agency in community, tabling, and advocacy events
- Assist in all office-related activities