



Position

Administrative Assistant

Location

Joliet, IL

Hours

40 hours per week

Rate

\$18/hr

Duration

Start date of early August

About Us

The Joliet Latino Economic Development Association (LEDA) was established as a result of a demonstrated need in the Latino community. LEDA is an organization that centers on the entrepreneurs providing the essential goods and services to neighborhoods and families across Joliet. Our theory of change is that by strengthening the Latino business community, we can create a more prosperous City. With over a third of the population identifying as Latino, the success of the Latino community means success for Joliet. Our vision is to build a financially and culturally prosperous Latino community.

About the Role

Provide administrative support, assist with event planning and coordination, conduct community outreach, and support communications and marketing efforts that advance LEDA's mission of expanding economic opportunities for small businesses and individuals.

Responsibilities

- Answer client calls and schedule appointments
- Provide administrative support and maintain organized records
- Assist with planning and coordinating events and community programs
- Create marketing materials and communications for our social media
- Design a monthly newsletter to send to members and community partners
- Complete other duties as assigned to support LEDA's mission

Candidate Requirements

- Strong communication and interpersonal skills, with the ability to engage diverse communities
- Positive attitude and willingness to try new ideas and adapt
- Strong writing, editing, and customer service skills in both English and Spanish
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office and/or Google Workspace

Contact us to apply

To apply, please email your resume and a brief cover letter outlining your interest in the position to Andrea Barron at abarron@jolietleda.org by July 31, 2026.