

Job Title of this Position	Cultural Events Coordination Assistant
Name of Organization	El Centro de la Raza
Website	http://www.elcentrodelaraza.org
Job Location Address	2524 16 th Ave S Seattle, WA 98144
Contact / Supervisor	Estela Ortega
Phone Number	(206)957-4613
E-mail	eortega@elcentrodelaraza.org
<u>Hourly Pay Rate</u> (indicate a range)	\$12.00-\$14.00
Employment Period	Summer Only [x] Academic Year [x] Summer & Academic Year [x]
Hours per week	Summer: full time program 40 hrs/wk [x] part time program up to 19 hrs/wk [x] Academic Year: up to 19 hrs/wk [x]

Nature of Business or Organization:

El Centro de la Raza advocates on behalf of and meets the needs of society's most vulnerable. El Centro is a community-building organization that serves Seattle's Latino, minority, and low-income groups with programs that remove barriers to stability through culturally relevant social services. We have 23 distinct programs on-site, serving all ages from infants to the elderly. These programs include: early childhood education programming, ESL/citizenship classes, financial literacy and homeownership counseling, a food bank, and a senior nutrition and wellness program.

Duties and Responsibilities:

Assists in events coordination and completes general office duties – filing, phone calls, data entry, etc. Maintains contact with partner agencies, tracks project participants and helps facilitate events communication. Creates agendas and takes meeting notes. Provides assistance to media coordinator. Tracks budget and helps with other sponsorship work as needed. Helps with event research. Other duties as assigned.

Minimum Qualifications:

Currently enrolled in undergraduate or graduate program, eligible for work-study, strong organizational and interpersonal skills, excellent written and oral communication, problem solving and proofreading abilities, knowledgeable in MS Word & Excel. Spanish speaking a plus.

Educational Benefits:

Multicultural immersion, experience with a well-established nonprofit serving Seattle's minority and Latino community, event planning experience.

(For Work Study Office Use Only)

 JOB NUMBER 75ELC02 REIMBURSEMENT RATE: **FEDERAL** 75 % STATE _____ %