

## Work Study Job Description

<b>Job Title</b>	Cultural Events Coordination Assistant
<b>Organization Name</b>	El Centro de la Raza
<b>Job Location</b>	Beacon Hill
<b>Address</b>	2524 16th Ave S Seattle WA 98144
<b>Pay Rate</b>	\$12 - \$14
<b>Employment Period</b>	Summer, Academic Year
<b>Hours Per Week</b>	40 hrs/wk, 19 hrs/wk
<b>Contact Supervisor</b>	Miguel Maestas
<b>Phone Number</b>	206-957-4650
<b>Email Address</b>	associate@elcentrodelaraza.org
<b>Website</b>	<a href="http://www.elcentrodelaraza.org">http://www.elcentrodelaraza.org</a>

### Nature of Organization

El Centro de la Raza (ECDLR) advocates on behalf of and meets the needs of society's most vulnerable. ECDLR is a community-building organization that serves Seattle's Latino, minority and low-income groups. We have 49 distinct programs on site.

### Duties and Responsibilities

Assists with coordination of annual cultural events including Cinco de Mayo and Dia de los Muertos and events at future Plaza Roberto Maestas. Duties include: Coordination of event committees, keeping meeting notes, contact lists, event organizational outlines, timelines and strategic plans. Write basic budget, work with other team members on budget and keep budget updated. Perform trouble-shooting, and help supervise event day and conduct outreach to organizations and participating artists. Report to funders, research outreach opportunities in the community and complete general office duties as assigned including filing, data entry, preparing materials, copying and archiving.

### Minimum Qualifications

Excellent written and verbal communication, strong attention to detail, strong interpersonal and organizational skills, willing to be flexible, familiar with MS Word and Excel.

### Educational Benefits

### How to Apply

Email a brief cover letter and resume to: [associate@elcentrodelaraza.org](mailto:associate@elcentrodelaraza.org)

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Job Number: 75ELCD10 | Category: Office & Administrative | Program: | Reimbursement Rate: 75%