

**Job Title:** Latino Fest Coordinator Intern

**Sector:** Cultural Event Support

**Employment Category:** Intern

**Employment Type:** Part-Time Paid College Intern



**Commitment:** 3 months minimum; 15-20 hours per week. With the increase of hours depending on funding.

**Location:** Madras, Oregon

**LATINO FEST:**

The Latino Community Association hosts our annual Latino Fest in Madras, OR to celebrate the Latino Cultures represented in Central Oregon. This fun family event celebrates cultural diversity by bringing people of all walks of life together to celebrate our Latin American immigrant families, their history, music, arts and more. The event includes local dance groups, musicians, ethnic food vendors, service and product vendors, and a great Kid's Area.

**RESPONSIBILITIES:**

- Monitor the Latino Fest email and ensure all interested participants receive a response to their questions and process their completed applications promptly.
- Participate in all Latino Fest committee meetings and take notes to share with committee members. Introduce themselves to all pertinent Latino Fest participants via email.
- Support as needed the day of the event.
- Follow up with the Administrative Assistant in regards online payment methods when applicants want to pay online.
- Organize the applications received for the participants in the Latino Fest's folder.
- Input all the participants information on our MASTER-2024 Participants Latino Fest (Food vendors, Non-profits, Street vendors, Products services vendor, etc).
- Work on updating the non-profit contact list.
- Updated the day of Latino Fest documents (i.e. Latino Fest program, stage podium documents, passports, signage, layout map)
- Coordinate the pickup or delivery of sponsor's banner with our Development Manager.
- Follow up with phone calls received with inquiries about the festival and respond to potential participants' questions.
- Post thank yous on the LCA Facebook and Latino Fest pages for our sponsors, supporters, in-kind donors, and tag their facebook pages.

**LEARNING OBJECTIVES:**

- Students will develop an enhanced professional skill set, interact with LCA staff, supervisors, community partners, and volunteers.
- Students will learn how major events are organized, planned, and run.
- Students will learn and develop leadership skills.
- Students will learn and develop decision making skills.

## QUALIFICATIONS:

- University/college or postgraduate student.
- Fluency in Spanish desired but not required.
- Excellent communication and organizational skills.
- Attention to detail and procedure.
- Ability to work independently and take initiative.
- Knowledge or ability to learn online databases.
- Computer literacy, preferably with PC systems.

**To Apply:** Email a *resume* and *cover letter* to Maricruz Valdovinos, LCA Volunteer Coordinator, [volunteer@latca.org](mailto:volunteer@latca.org). Contact Maricruz via email or by phone 541.633.6712 if you have any questions about the application process.

**Commitment to Diversity and Inclusivity:** LCA is committed to building a diverse organization and a climate of inclusivity. We strongly encourage applications from candidates who can demonstrate that they can contribute to this goal.

**Equal Opportunity Employer:** We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.