



Job Title: Social Media Intern

Sector: Development

Employment Category: Intern

Employment Type: Part-Time, unpaid

Location: Central Oregon

Job Description

The Latino Community Association (LCA) is a local non-profit organization that provides quality, culturally-relevant services, in collaboration with community partners, that address the highest priority needs and aspirations of our families. Our mission is to empower our Latino families to thrive by creating opportunities for advancement and building bridges that unite and strengthen us all.

RESPONSIBILITIES:

- Maintain the LCA Facebook pages with up-to-date information regarding events and LCA Programs.
- Design flyers for LCA events using Canva.
- Learn how to use MailChimp to write newsletters to LCA clients, donors, and volunteers.
- The intern will be responsible for communicating with staff about people who are interested in LCA's services and refer clients to the appropriate programs for services.
- The intern will also be responsible for assisting with day-to-day data entry and other administrative tasks as needed by office staff.

LEARNING OBJECTIVES:

- Students will develop an enhanced professional skill set, interact with LAC staff, clients and supervisors and contribute to other projects as needed.
- Interns will learn about programs used by nonprofits, such as databases, social media platforms, and other ways to communicate with diverse clients, volunteers, and donors.

QUALIFICATIONS:

- Must have knowledge of or be able to learn computer programs including Microsoft programs, google drive, Canva, Facebook, Instagram, Twitter, etc.
- Spanish language skills are strongly preferred.

To Apply:

- Email a resume and 1-page cover letter to Mary Murphy, LCA Volunteer Coordinator, mary@latca.org. Contact Mary via email or by phone 541.325.9407 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