



Position: Community Engagement Intern @ La Luz Center

Compensation: Stipend

Overview:

La Luz Center in Sonoma Valley is seeking a Community Engagement Intern. This is a great opportunity to gain experience in community relations and engagement by assisting and supporting our engagement program and outreach efforts.

Projects and responsibilities include:

- Promote La Luz Centers mission while engaging with community members at local events
- Assist with the planning and implementation of community engagement projects
- Creation of flyers & spreadsheets
- Tracking of engagement data
- Prepare & distribute outreach materials

Other office assignments closely related to our community engagement efforts

Candidate:

The ideal candidates will have a passion for helping the community and skills necessary to provide administration support around our growing Community Engagement program.

Qualifications:

- Bilingual (English/Spanish)
- Working knowledge of Microsoft Word, Excel and PowerPoint
- Excellent writing & communication skills
- Ability to work independently
- Creative Thinker
- Administrative skills

Benefits:

- Hands on experience in a non-profit setting
- Community service hours for school and/or future job applications
- Develop rapport with local community groups, businesses, and non-profit organizations
- The opportunity to interact with a variety of people with different backgrounds
- Letter of recommendation can be provided upon successful completion of internship

Commitment:

This is three-month stipend internship (June through August). The internship will be approximately 10-15 hours per week with a flexible schedule. Occasional evening & weekends may be required.

To Apply: Please send a cover letter and resume to Angie Sanchez, Community Engagement Manager, at angie@lalucenter.org. Apply by May 30th, 2018. Accepting applications until position is filled.