



**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](mailto:angie@lalucenter.org). Apply by May 30th, 2018. Accepting applications until position is filled.