



HOPE Conferences and Events Intern

Position Description:

- Assist the Conferences and Events Manager in a variety of projects in the planning and implementation of HOPE's signature events.
- Will gain knowledge, ability, and skills relating to registration and conference and event logistics by assisting in the planning, coordination of details, and communications of assigned conferences or events.

Qualifications:

- Be enrolled in an accredited two or four-year institution or graduate program.
- Commit to 16-20 hours a week and be able to work off-site for events.
- Communicate project's progress effectively.
- Excellent written and verbal communication skills.
- Extremely well organized, detail oriented, flexible, and able to manage multiple tasks.
- Ability to take initiative and work effectively both independently and with a team.
- Advanced knowledge and proficiency in Microsoft Office.
- Commitment to HOPE's mission and goals.
- Drive and a fantastic attitude!
- Bilingual Spanish, a plus.

Commitment & Schedule

The intern will report to the HOPE office located at 634 S. Spring Street Suite 920, Los Angeles, CA 90014 cross street 7th Street in downtown Los Angeles. Office hours are Monday through Friday from 9:00 am to 5:00 pm. Schedules are flexible, but interns are expected to commit a minimum of 16 hours/2 days a week.

*Business casual attire and sometimes business professional attire will be required.

Compensation & Benefits

This is an unpaid intern position with reimbursement for parking/bus transportation. Opportunity for school credit is available. Access to hope events and activities will be available during the internship term. Please send resume to Jael Muller jmuller@latinas.org. Applications are accepted year-round. Visit www.latinas.org to learn more about HOPE.

Hispanas Organized for Political Equality

A Nonprofit Leadership, Advocacy and Education Organization

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