



## Part-Time Latino Community Outreach Assistant (Bilingual)

**About Rhode Island Latino Arts (RILA):** Rhode Island Latino Arts promotes, encourages and preserves the art, history, heritage, and cultures of Latinos in Rhode Island. RILA was founded in 1988 as the Hispanic Heritage Committee and today is Rhode Island's leading nonprofit organization exclusively dedicated to the promotion, advancement, development and cultivation of Latino arts. We celebrate and promote Latino art & artists through our Rhode Island Latino Artists Network events, and each year we coordinate the sharing of information and activities to celebrate National Hispanic Heritage Month. Through strategic partnering with local community organizations, including schools, libraries, museums and senior centers in the most disadvantaged neighborhoods of our urban centers – we ensure our mission's fulfillment: To raise awareness and preserve Latino arts, heritage and cultures in Rhode Island and to build community pride.

**Land Acknowledgement:** We are a statewide organization based in Providence and Central Falls, and acknowledge that we are on the traditional homelands of the Narragansett and Wampanoag peoples, the original stewards of the territory now called Rhode Island. We honor their ancestors, we offer respect to the Elders of the past, present and future, and recognize their continued existence and contributions to our society.

**Job Description:** Rhode Island Latino Arts is looking for a *Community Outreach Assistant* to play a key role in connecting the public to the organization's mission and vision.

The ideal candidate will engage the community at-large as well as the Spanish-speaking community in the organization's activities. The *Community Outreach Assistant* will build community relationships, organize and lead *Community Pláticas*, and work in tandem with the Executive Director and Projects Coordinator to represent RILA at community events.

### Essential Functions:

- Organizes, schedules and coordinates community outreach events and activities;
- Assists in resolving problems and complaints;
- Recruits volunteers, artists and participants for RILA's key events;
- Assists in soliciting donations as needed; and
- Disseminates information about the organization and its activities.

### Under Administrative Supervision | Mentorship

- Coordinates the scheduling of facilities and logistical issues for meetings, projects and events;
- Solicit donations, assist with writing of grants, support and participation from businesses, neighborhood organizations, community agencies and groups to promote, develop and implement projects, events and programs;
- Prepares and distribute press releases, and schedules and coordinates public relations activities and public service announcements with radio and television stations and the media;
- Attends public meetings and community group meetings to provide information, answer questions, discuss citizens' complaints, concerns and issues, and to explain procedures and operations;



- Organizes and coordinates successful community outreach activities to provide information, to publicize programs and activities and to maintain positive public relations;
- Recruits volunteers for community projects and activities;
- Communicates with partner organizations and businesses and coordinate related projects, office functions and activities;
- Composes correspondence, and maintains records and files;
- Assists with the collection of statistical data, enters data to assist with the writing of reports;
- Other work assigned by Senior Staff.

**MINIMUM REQUIREMENTS: Bachelor's degree**

- Education or direct experience working in the Arts and Humanities, History, Historic Preservation, Community Organizing or a related field.
- Must provide one's own transportation.
- Bilingual/bicultural with knowledge of the Latino Community of Rhode Island.

**Qualifications**

- Self-motivated, enthusiastic, reliable with a strong work ethic.
- Strong research skills and organizational skills.
- Experience working with and coordinating volunteers.
- Ability to work in a dynamic, hectic environment with a minimum of supervision.
- Experience working for non-profit, community organizations an asset.
- Graphic design and layout experience is an asset.
- Experience speaking on community radio an asset, but not necessary.

**Starting Date:** February 1, 2022 **Hours:** 10-15 hours/week, as needed

**Salary Range:** \$15 - \$18 per hour. Hourly rate is negotiable depending on experience. This is a contracted position. The hours may be increased, based on performance evaluation and availability of funds at the end of fixed term.

**Additional Information**

- *With the COVID-19 Pandemic and the evolving public health response, aspects of this position may be modified to ensure the safety of the employee, other RILA staff, volunteers and the public.*
- *Any activities in contravention of Public Health guidelines in place at the time will be adjusted or eliminated for the health and safety of all involved.*

**Send resumes with a cover letter by E-Mail** no later than December 31, 2021 to: Marta V. Martínez  
marta@rilatinoarts.org with the subject line: *Latino Community Outreach Assistant Position*