



## HOPE Conferences and Events Intern

### Position Description:

- Assist the Conferences and Events team 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

Due to COVID-19 HOPE Offices are closed. Interns are expected to set a schedule within the hours of operation and report directly to their supervisor. Hours of operation 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.

### Compensation & Benefits

This is an unpaid intern position. Opportunity for school credit is available. Access to hope events and activities will be available during the internship term. Please send resume to Pricila Novoa [pnovoa@latinas.org](mailto:pnovoa@latinas.org). Applications are accepted year-round. Visit [www.latinas.org](http://www.latinas.org) to learn more about HOPE.

**Hispanas Organized for Political Equality**

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