



## **Job Description: 'Latino Youth Peace and Leadership Conference' Intern**

### **Duties:**

- Support Youth Planning Committee and Youth Program Coordinator in the planning of the Latino Youth Peace and Leadership Conference.
- Participate in weekly Planning Committee meetings
- Communicate by phone and/or email with school contacts, presenters, performers and participating organizations.
- Update and maintain Peace Conference spreadsheet and/or database
- Revise and/or create documents, contracts, registration forms and flyers
- Create information packets, signs or other materials needed for the day of the conference.
- Aide in the procurement of donations to be used as raffle prizes
- Coordinate/take on specific projects of interest.
- Be present and assist in all tasks the day of the conference.
- Perform any other duties as assigned by the Youth Program Coordinators.

### **Skills Required:**

- Excellent written and verbal communication skills.
- Bilingual English/Spanish.
- Computer skills including word processing, spreadsheet applications, mail merges, Microsoft Publisher.
- Ability to exercise judgment and take responsibility in the completion of given tasks.
- Ability to work well with youth.

### **Time Commitment:**

- Fall approx. 5 hours/week (includes weekly meetings)
- Spring 5-10 hours/week
- Day before Conference 8 hours
- Day of Conference 7am-4:30pm
- Must be available to attend Youth Committee meetings
- Schedule to be determined at start date.
- Must be available the day before and the day of the conference in May.

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