



BIENESTAR HUMAN SERVICES

ACCESS, EDUCATION, MOBILIZATION: Our Community's Solution!

Event Coordinator Intern

ABOUT BIENESTAR: Bienestar Human Services is a leading social service nonprofit organization committed to uplifting the health and well-being of the Latino community and other underserved communities of Los Angeles County. Bienestar Human Services accomplishes this mission through the provision of culturally competent and comprehensive services across its six community health centers.

POSITION DESCRIPTION: Under the advisement of the East Los Angeles Center Supervisor & Events Coordinator, this intern will be responsible for supporting the efforts various special events organized by Bienestar between the months of October and December. This intern will gain skills and apply knowledge related to community engagement and event coordination in the context of a leading public health nonprofit organization serving the LGBTQ and Latino communities.

SUMMARY OF PROJECTS/RESPONSIBILITIES:

- Work with the Event Coordinator staff member in supporting all general event coordination efforts of special events organized by Bienestar
 - These special events include: *Testimonios De Bienestar*, an annual client-centered testimonial event held at the Mexican Consulate and *Unidos*, Bienestar's annual World AIDS Day community event
- Develop and implement community building activities which include the use of volunteers for special events

DESIRED QUALIFICATIONS: Currently enrolled in a relevant bachelor's degree program: communications, public health, social work or a related field. Access to reliable transportation, Bilingual in English/Spanish desired.

LOCATION: Bienestar East LA Center (5326 E Beverly Blvd, Los Angeles, CA 90022)

HOURS: 8-10 hours per week. Minimum of 10 weeks.

COMPENSATION: Unpaid Internship; Academic credit may be available upon request

TO APPLY: Please send over a copy of an updated resume and a cover letter to nturton@bienestar.org and svalerio@bienestar.org. In your cover letter please outline why you wish to intern at Bienestar Human Services and all requirements for your internship (hours needed, start and end dates, etc.)

Position will remain open until filled. Bienestar is an Equal Opportunity Employer.