



Latino Cultural  
Arts Center

### **Job Announcement: Arte + Community Wellness Assistant (Part-Time)**

The Latino Cultural Arts Center (LCAC) seeks a dedicated and passionate part-time contracted assistant for our Arte + Community Wellness programs. The assistant will work closely with our Community Arts Coordinator assisting with logistics, planning, and preparation.

At LCAC, Community Wellness is defined as “living into the seasons” and embracing the natural cycles of the land. It facilitates awareness and presence attuned to each season, adapting, and flowing with the rhythms of nature. By harmonizing with the seasons, we cultivate balance, integrity, rest, and growth. Community Wellness instills pride and belonging by reclaiming ancestral legacies and traditions. Centered on the whole person, our programs promote physical health, emotional well-being, and celebrate cultural heritage. Through intergenerational learning and collective empowerment, the LCAC leverages creativity to support healing from isolation and division.

### **Fall 2024: *Ofrendas***

As we go into Fall 2024, the focus will be *Ofrendas*, a multi-faceted celebration of the ancient native and contemporary Meso-American traditions behind *Día de los Muertos*. It is an invitation to co-create with local and international artisans while celebrating and honoring our ancestors through raising awareness about grief, healing, and resilience. The *Ofrendas* program offers 6-9 weeks of school programming at four local Denver schools, 20 Denver community workshops, and others on an as-determined basis.

### **Responsibilities:**

- Assist with tracking program inventory and supplies.
- Provide additional administrative support to *Ofrendas*.
- Help organize and prepare for the annual ceremony display.
- Assist in the preparation and distribution of workshop materials.
- Support the facilitation of workshops, including setup and cleanup.
- Document workshop activities and help with digital storytelling efforts.



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- Coordinate communication between artists, participants, and LCAC staff.
- Provide guidance and assistance to participants during art creation sessions.
- Maintain LCAC program registration and accuracy of participant information using Blackbaud's Altru (CRM).
- Work with the Marketing department to ensure program information is updated.

**Qualifications:**

- Passion for art, culture, and community engagement.
- Experience in education, art facilitation, or community outreach preferred.
- Strong organizational and communication skills.
- Ability to work collaboratively and independently.
- Bilingual (English/Spanish) preferred but not required.

**Schedule and Compensation:**

- Part-time position with flexible hours, primarily afternoons, evenings and weekends.
- Competitive hourly wage commensurate with experience (\$20-\$23 an hour)

**How to Apply:**

Interested candidates should submit a resume and cover letter detailing their interest and relevant experience to [Alfredo@LCAC-Denver.org](mailto:Alfredo@LCAC-Denver.org) and [MMedrano@LCAC-Denver.org](mailto:MMedrano@LCAC-Denver.org) by July 19th.