



**Latino Cultural  
Arts Center**

**Latino Cultural Arts Center (LCAC)  
Ofrendas: Community Art Coordinator  
Job Description**

**About the LCAC**

The LCAC is a grass-roots cultural art center that was born from a community-engaged research project. We leverage social impact with economic empowerment to the benefit of artists, educators, youth, & families. Our programs & partnerships span environmental stewardship, mental health, & workforce development.

The Community Art Coordinator reports to the Strategic Partnership Manager, & is responsible for the management, coordination & oversight of planning, marketing, execution, & final evaluation of the LCAC *Ofrendas* Program.

**About *Ofrendas*:**

*Ofrendas* is a multi-faceted celebration of the ancient native Mexican, & contemporary Mexican and Mexican American traditions that make up *Día de Muertos*. It is an invitation to co-create with local, national & international artisans, while honoring those that have come before us through virtual content & customizable, handmade remembrances. By combining art & mental wellness, we bring family & community together to learn, heal, & celebrate life.

The *Ofrendas* Coordinator is responsible for leading the implementation of in person & virtual school-based & community workshops & events that are intercultural, interdisciplinary, & intergenerational.

**Pay Range (Non-Exempt):**

- \$24 - \$27 hourly (Depending on experience and qualifications)

**Benefits**

- Health Insurance (60/40 Split)
- Remote & On-site Work Environment

**Duties Include:**

- Design cultural programs about *Dia de Muertos* that is research-based & age appropriate
- Support community events & sponsorship efforts and provide mixed-methods evaluation
- Recruit & coordinate artists, mental health providers, volunteers, sponsors & participants
- Other duties assigned by Executive Director and/or Strategic Partnership Manager

**Minimum Qualifications:**

- Bilingual in Spanish (Preferred)
- Strong organizational & computer skills
- Ability to think strategically & creatively
- Confident, enthusiastic, energetic, & self-motivated
- Passion for the cultural arts & an awareness of new trends
- Proven abilities in project management & meeting deadlines
- Strong written, verbal, & interpersonal communication skills
- BA in Anthropology, Education, History, Psychology, or related field
- Ability to take initiative & willingness to work as part of a growing team
- Strong work ethic, willingness to go the extra mile & take pride in output
- Experience with photography & video creation for multiple digital platforms
- Minimum 1-3 years of experience in education & or community development

**Timeline**

- Interviews (February 2023)
- Start Date (By March 13, 2023)

Please send cover letter, resume & writing sample (2-pages max) to:  
[Alfredo@LCAC-Denver.org](mailto:Alfredo@LCAC-Denver.org) by February 3, 2023