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## 2024 OFFICE / EVENTS FELLOWSHIP

NATIONAL HISPANIC MEDIA COALITION

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**About NHMC:** The National Hispanic Media Coalition (NHMC) is a media advocacy and social justice organization working towards a media that is fair and inclusive of the Latinx community. NHMC was established in 1986 and has headquarters in Los Angeles County, California as well as in Washington, D.C. NHMC works on policies that impact Latino communities nationwide.

**Compensation:** \$23/hr -- 15 - 20 hrs a week

**Duration:** Summer / Fall 2024 (Subject to change as needed)

**Location:** Remote

**Fellow Reports to:** Director of Special Events & Programs

### Fellow Description & Qualifications:

This role works as a 1099 independent contractor and is project-based, subject to date of contract changes as deemed necessary. Candidates who are currently enrolled in, or a recent graduate of, an accredited college with an interest in non-profit, social justice advocacy, and digital media creation are encouraged to apply. Experience with event planning, organizing groups, campaigns, and/or logistics is recommended. The candidate will demonstrate knowledge working with computers, is customer service oriented, strong writing skills, and proficient in Google Suite. Candidates must be capable of working as part of a team in addition to being independent, work under tight deadlines, take initiative, and lead in certain capacities (agenda creation, event meetings, etc.). Web development and graphic design skills are a plus. Must have reliable internet access.

### Job Duties:

The Office / Events Fellow will assist the Director of Special Events & Programs and Administrative Manager, conduct software navigation and inputting for major event (registering guests, organizing panels, picking up needed materials), draft professional letters, make cold calls to agents, managers, publicists, build media databank, maintain internal records, scheduling meetings and maintain meeting minutes, may be asked to attend professional and confidential meetings, provide clerical support, assist with writing promotional material and other duties as assigned to assist NHMC Staff.

**For more information, visit: [nhmc.org](https://nhmc.org) or check us out on social media**

**X: [@nhmc](https://twitter.com/nhmc) | Instagram: [@nhmc\\_org](https://www.instagram.com/nhmc_org) | TikTok: [@nhmcorg](https://www.tiktok.com/@nhmcorg)**

**To Apply:**

Send Resume and Cover Letter in PDF format (portfolio ie. writing samples, if available) to Arianna Rodriguez, Administrative Manager at [adminmanager@nhmc.org](mailto:adminmanager@nhmc.org). Please include the following in the subject line of your email: **[Your Name] – 2024 Office / Events Fellow**

**Recommended Applicants:**

Those pursuing or having obtained degrees in Communications, English, Journalism, Sociology, Government, Cultural Studies, History, Political Science and Non-Profit Organization are encouraged to apply. Must be social justice oriented.

*Research shows that candidates from marginalized populations are less likely to apply for jobs unless they believe they meet every single one of the qualifications in a job description. NHMC is committed to building a diverse, equitable, and inclusive organization. We strongly encourage interested individuals to apply, even if they don't believe they have every quality, strength, and experience listed above. The National Hispanic Media Coalition strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+, and other underrepresented applicants. All necessary accommodations will be provided during the on-boarding process. The National Hispanic Media Coalition provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual expression and identity, veteran status, national origin, age, or disability.*

7.23.24

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