



# Café Cultura Programs Internship

**Reports to:** Ara Cruz (Executive Director)  
**Hours:** Flexible (15-20 per week preferred)  
**Length:** Flexible (at least 3 months preferred)

## **Organizational Overview**

Café Cultura is an award-winning arts, culture, and youth development organization in Denver that promotes unity and healing among Indigenous peoples through creative expression while empowering youth to find their voice, reclaim oral and written traditions, and become leaders in their communities. For more info please visit [www.cafecultura.org](http://www.cafecultura.org)

## **Position Description**

Café Cultura is seeking an unpaid Programs Intern to provide assistance in coordinating programs. This includes assisting the Director in the following areas:

### Events

- planning and coordinating events
- recruiting and managing volunteers

### Workshops

- developing and maintaining a contact list of teachers and/or youth advocates in local schools and organizations
- informing contacts of our Basic Xpress Yourself workshops
- coordinating and facilitating spoken word workshops
- assisting workshop participants in writing and sharing poems

### Youth Leadership Program

- planning and coordinating Words to Action Youth Leadership Program (summer camp)
- involving youth participants in regular functioning of organization

## **Qualifications:**

- Excellent communication skills (oral and written)
- Proficient in Microsoft Office programs
- Able to manage multiple tasks and prioritize
- Self-starter with initiative
- Passion for our mission

## **Café Cultura will offer the following:**

- Orientation, training, supervision, and evaluation
- Mentoring
- Experience in building a nonprofit organization
- Possible opportunities for future employment

*To apply, please send cover letter and resume to [ara@cafecultura.org](mailto:ara@cafecultura.org)*