



The Center for People of All Races

A voice and a hub for the Latino community
as we advocate on behalf of our people
and work to achieve social justice.

Volunteer Opportunities at El Centro de la Raza!

El Centro de la Raza was founded in 1972 and is a voice and hub for the Latino community in Seattle and King County. El Centro would not be where it is today, providing 32 programs and services, without the help of volunteers like you. If you would like to become or stay involved with our community, we have several volunteer opportunities including the following project based opportunities:

- **Ergonomics Plan:** Perform an ergonomics assessment and create a training/orientation plan for El Centro de la Raza's human resources department.
- **Annual Report:** Work with El Centro's Leadership Team, Board and staff to design, create copy and content, take photos, develop marketing plan and help secure printing for our annual report.
- **Newsletter and eNewsletter Development:** Work with a team to create a newsletter and eNewsletter template for El Centro with analysis of our current template, create new design, create new copy and content, take and place photos, and create marketing plan.
- **Professional Volunteer Job Descriptions:** With over 60 different volunteer positions and counting, El Centro de la Raza is looking for someone with a background in Human Resources or job description development experience to help develop and write professional volunteer position descriptions to utilize in posting for skilled and professional projects.
- **Success Story Project:** Work with staff and volunteers to create a success story exhibit for the organization with photos, interviews, story development, and story displays.
- **SEO/Website Analytics Project:** Create and carry out an SEO and website analytics plan.
- **Citizenship Tutors and Instructors:** Volunteers are needed to teach our Citizenship class, and to assist classroom instructor in class exercises as well as provide individual support for students learning new material covering U.S. History and English literacy. (Classes are Tuesday and Thursday evenings from 5:30-7:45).
- **Legal Clinics:** Are you bilingual in English and Spanish? If so, we need your help as a volunteer interpreter for our free legal clinics the second Wednesday of every month from 6-8 pm! Legal Clinics held January – October 2011.
- **Food Bank:** Volunteers are needed to help with repacking food for distribution, help customers through lines, and help them to put food in their bags. Also includes clean up duties such as putting the food away, wiping tables, and sweeping.
- **Special Events:** We will be celebrating **Cinco de Mayo** and **Día de los Muertos** this year and will need volunteers to help on the day of the event! Positions include food preparation, food service, children's activities (face painting and arts and crafts), set up and clean up.
- **Annual Auction Banquet:** Our 4th Annual Auction Banquet is this September 2011, and we need plenty of volunteers to assist us before and during the auction! Opportunities include joining our Procurement Committee, an Auction Internship, item procurement assistance, creating auction marketing and display materials, item packaging, and day of event help such as set up, check out and live/silent auction support, and clean up.

For more information on how to get involved, please contact our Volunteer Coordinator at 206.957.4602 or volunteer@elcentrodelaraza.org.