



Conexión Latina

170 Broadway, Newport RI

401-585-8165

info@CLNewport.org

Position Name

Conexion Latina Newport

Full time 40 hours + benefits

Time: 11am-7pm

Pay Rate: \$25-\$28 depending on experience

Benefits: Paid Time Off, Paid Holidays, Medical Insurance, RISavers

Start Date: Late summer/fall 2026

Based in Newport

Organizational Summary

Conexión Latina Newport (CLN) was founded in 2019 in response to the inequities and vulnerability of the Hispanic Community living in Newport and their lack of access to basic resources needed to meet their daily needs. We work as a connector between community members and local agencies and city entities such as schools, city hall and community health and wellness organizations, to break down the cultural and language barriers that hinder their access. We also work with agencies and the city to build better systems and competencies to better serve the community, and the city as a whole. We advocate, educate and build relationships for long term change to systemic issues. CLN is a Hispanic, bilingual, woman lead organization, which prioritizes the hiring and employment of Hispanics.

Mission: Conexión Latina supports Latino families on Aquidneck Island to navigate systems, advocate for equitable access and build community and leadership, so that every Latino can live with pride, health, and opportunity.

Vision: An Aquidneck Island where all Latinos are an integral part of the community. Safe, able to thrive and lead, and where local systems are more responsive, inclusive, and accountable to the communities they serve.

Overview

The Program and Events Coordinator will be responsible for managing all aspects of Conexión Latina's programs, meetings and events both in our facility, partner facilities and other locations on Aquidneck Island. This will include organizing and executing events, managing budgets, and overseeing event logistics. Responsibilities include collaborating with clients, vendors, and internal teams, ensuring exceptional customer service throughout the planning and execution process. The ideal candidate will be outgoing, a great team player, extremely organized, experience coordinating events, have first hand knowledge of the Latino community and their unique interests and the communication skills required to coordinate with community members, staff and event partners.

This is a grant funded position for 40 hours a week, for a period of 1 year, with potential for renewal depending on funding.

ESSENTIAL JOB FUNCTIONS

- Managing the organization's event calendar
- Promoting and recruiting attendees
- Event planning
- Partner/vendor/collaborator coordination
- Marketing collaboration
- Onsite event coordination
- Event attendee coordination
- Volunteer management
- Event setup and breakdown
- Followup, debrief and participate in post-event learning
- Data collection and reporting
- Interact with community members to solicit their ideas and gauge interest in new programs.
- Other responsibilities as needed and requested

QUALIFICATIONS:

- Fully Bilingual English/Spanish required (speak, read, write)
- A resident of the Aquidneck Island Latino community will be prioritized
- Comfort working with diverse populations
- Flexibility and willingness to grow in response to community needs or changes in the field.
- Ability to work both independently and as a team member and possess strong problem solving skills
- Flexible schedule including the availability to work evening and/or weekend events

- Ability to effectively build relationships with community members, community partners, donors and volunteers
- Must have at least 2 years of experience planning and executing meetings and events
- Must be able to work at a fast pace and lift up to 40 pounds
- Strong computer, data and social media skills
- Clear & Confident communication skills

LOGISTICS:

This is an in person position working out of the CLN office at 170 Broadway, Newport. The Candidate will need reliable transportation to get back and forth to work and event locations.

How to apply:

Submit letter of interest and resume to Conexión Latina Newport via email info@clnewport.org

Hiring Policy:

Conexión Latina Newport provides equal employment opportunity to everyone without regard to age, race, sex, gender identity, color, religion, national origin, sexual orientation, citizenship status, disability, native language or covered veteran status. In addition, we prioritize the hiring and promotion of members of the Aquidneck Island Latino community.