



# Mission Cultural Center for Latino Arts

A Unique Cultural Experience!

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## **BOARD LIAISON**

**LOCATION:** San Francisco

**ROLE:** Independent Contractor, 5 hrs. per month

**RATE:** \$50 per hour

## **Mission Cultural Center for Latino Arts**

The Mission Cultural Center for Latino Arts (“MCCLA”) is a multicultural, multidisciplinary arts organization committed to the collaborative artistic vision of the Latino art forms. We provide the community with an arena in which to develop new artistic skills, as well as support local and established artists that serve their community. We collaborate with other arts, social and humanitarian groups to provide the widest range of programming possible.

Learn more about MCCLA at <https://missionculturalcenter.org/about-us/>

## **The Opportunity**

MCCLA seeks an energetic self-starter with a talent for building strong and productive relationships to serve as a Board Liaison. The Board Liaison will support the Executive Director on all matters related to the Board of Directors and will serve as the lead point of contact.

The Board Liaison will manage all Board logistics including those related to meetings, mailings, sign-on letters, event invitations, updates and other important communications. The Board Liaison will also handle new Board member orientation and on-boarding, and support the Board’s engagement strategy.

## **About You**

- Previous Board Liaison experience; significant executive support experience; nonprofit board experience highly-preferred.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround.
- Excellent judgment is essential. Able to maintain a high level of integrity and discretion in handling and protecting confidential (personal and financial) information.
- Exceptional organizational skills and impeccable attention to detail.
- Expert level written and verbal communication skills. Bilingual English and Spanish fluency highly-preferred.
- High degree of professionalism in dealing with diverse groups of people, including Board members, senior executives, staff, community leaders, and donors.

- Strong computer skills and tech savvy – deep understanding of Excel, Word, PowerPoint and Internet tools, and desktop publishing software; ability to design and edit graphic presentations and materials.
- Strong diplomacy and interpersonal skills with the ability to build trust and rapport in relationships and demonstrate a high level of service and responsiveness.

### **When Applying**

Please send your resume and cover letter to [martina@missionculturalcenter.org](mailto:martina@missionculturalcenter.org) with “Board Liaison - YOUR NAME” in the subject line.