

2026 CINE LATINO FILM FESTIVAL / SEASONAL CONTRACT POSITION COMMUNITY ENGAGEMENT COORDINATOR

MSP Film Society seeks a Community Engagement Coordinator for the 14th Cine Latino Film Festival, which runs October 7-11, 2026. This position facilitates outreach, advocacy, and community partnerships for our festival promotions, films, screenings, and events, and is ideally fluent in Spanish.

This is a seasonal, in-office position from July through October 16, 2026. The role includes part-time early prep work and attendance at bi-weekly meetings in July and August, then increases in hours through September, including occasional evenings and weekends working outreach events leading up to the festival. The position requires a commitment of full time hours October 1-11, including being on site for all screenings and events throughout the festival, plus a few days of festival follow-up, including participating in a staff wrap meeting.

Duties and Responsibilities include:

- Communicate with our ongoing partner organizations and consulates about Cine Latino films and events that would be of interest to their constituency.
- Research and communicate with potential new partner organizations about the festival, films, and events to expand our community engagement.
- Coordinate special on-site screenings with organizations/groups/schools/colleges.
- Coordinate filmmaker appearances within organizations/groups/schools/colleges.
- Develop and implement engagement strategies targeting niche markets and communities represented within the film lineup, such as special ticket deals, discount codes, etc.
- Create flyers and film lists, and ensure promotional materials are readily available in advance of the festival and at all venues during the festival.
- Coordinate street team to disseminate promotional materials at partner organizations.
- Coordinate volunteer squad to assist with screenings and events throughout the festival.
- Assist Events Team with the coordination of all Cine Latino Events and Parties.

Qualifications

- High organizational skills, attention to detail, and ability to meet deadlines.
- Connections to and knowledge of the Twin Cities Latino & Spanish-speaking communities.
- Working knowledge of if not fluency in Spanish a requirement. Portuguese a bonus.
- Enthusiasm and dedication to work within a team, and exhibit high customer service and professional communication skills.
- Experience in Google Workplace, Microsoft Office, Airtable, Canva, Adobe, and other Mac software.
- Experience in non-profit work, ideally within marketing or outreach departments.
- Passion for international films and film festivals is a plus.
- Valid Driver's License and vehicle with car insurance a plus.

Salary & Benefits

This is a contract position paid a flat rate DOE.

Email Resume & Cover Letter to employment@mspfilm.org