



**Membership Engagement Coordinator | Full-time  
Iowa Latino Hospitality Council | Iowa, United States**

**Summary:**

The newly created Iowa Latino Hospitality Council is seeking a dynamic and driven individual to serve as its Membership Engagement Coordinator. This role is crucial in promoting the interests of the Latino restaurant community in Iowa, fostering growth, providing support, and facilitating communication within the community and beyond. The ideal candidate will be fluent in English and Spanish, possess strong communication and organizational skills, and have a passion for community engagement and advocacy. This position requires statewide travel within Iowa, including teaching classes in various locations.

**Responsibilities:**

**1. Teaching ServSafe Certified Food Protection Manager Course:**

Become certified as a ServSafe teacher and conduct the one-day ServSafe Certified Food Protection Manager class in Spanish across the state. Ensure participants receive the necessary knowledge to take this national certification exam.

**2. Membership Development:**

Serve as the central contact person for prospective and current members of the Iowa Latino Hospitality Council, engaging in recruitment efforts for new members and fostering relationships with existing ones. Keep members informed about industry best practices, new legislation, regulations, and available business resources pertinent to the hospitality sector. Act as a responsive point of contact for addressing members' concerns, needs, and inquiries, offering personalized support to navigate challenges, access resources, and promote professional advancement.

**3. Content Creation:**

Work with team to generate compelling and informative content in both English and Spanish for various communication channels, including newsletters, social media platforms, and the organization's website.

**4. Event Planning:**

Organize and coordinate meetings across the state to convene restaurant owners and stakeholders, facilitating the exchange of information, ideas, and best practices within the Latino hospitality community. Additionally, collaborate in the planning and execution of fundraising events aimed at generating support and resources for the Iowa Latino Hospitality Council's initiatives and programs. Ensure seamless logistics, effective communication, and meaningful engagement during these events to foster community building, networking opportunities, and support for the organization's mission.

**5. Support New Initiatives:**

Assist in the development and growth of new initiatives and programs aimed at supporting and empowering the Latino restaurant community, including but not limited to advocacy efforts, mentorship programs, and educational scholarships.



**6. Board Collaboration and Strategic Development:**

Collaborate with the volunteer Board of Directors, comprised of members from the Latino restaurant community, to develop and implement strategic plans, policies, and initiatives to further the organization's mission and goals.

**7. Fundraising and Budgeting:**

Assist in raising the annual budget required for the organization's operations and programs through various fundraising efforts, grant applications, sponsorships, and donor relations.

**8. Collaboration:**

Collaborate with Iowa Restaurant Association, partners, government agencies, and other stakeholders to advance the goals and objectives of the Iowa Latino Hospitality Council.

**Qualifications:**

- Fluency in both English and Spanish (written and verbal) is required.
- Passion for and commitment to promoting the interests of, and connecting, Iowa's Latino restaurant community.
- Strong interpersonal skills with the ability to effectively communicate and build relationships with individuals from diverse backgrounds.
- Proficiency in Microsoft Office Suite and social media platforms.
- Excellent organizational and multitasking abilities, with a keen attention to detail.
- Ability to travel statewide within Iowa, including teaching classes in various locations.
- Bachelor's degree in communications, marketing, hospitality management, or a related field preferred.
- Experience in restaurant industry preferred.

**Benefits:**

- Competitive salary commensurate with experience.
- Health insurance benefits.
- Opportunities for professional development and growth.
- Flexible work schedule and supportive team environment.

If you are passionate about making a difference in the Latino restaurant community and possess the skills and experience outlined above, we encourage you to apply for this exciting opportunity. We're willing to train the right candidate. Please submit your resume and a cover letter (English and Spanish) outlining your qualifications and interest in the position. We look forward to hearing from you!