



League of United Latin American Citizens Civic Engagement Programs Internship

Organization Overview:

The League of United Latin American Citizens is the largest and oldest volunteer-based organization that empowers Hispanic Americans and builds strong Latino communities. Headquartered in Washington, DC, with 1000 councils around the United States and Puerto Rico, LULAC's programs, services and advocacy address the most important issues for Latinos, meeting critical needs of today and the future.

Internship Qualifications:

LULAC is seeking an energetic undergraduate student interested in civic education, voter registration, Get Out the Vote, immigrant integration through program management. Candidate must have excellent oral and written communication, research, and organizational skills. Having organizer skills and/or campaign experience is a plus. The selected intern will assist with the management of the Democracy program, LULAC's Emerge Latino Conference, LULAC National Convention, and the Hispanic Immigrant Integration Project (HIIP). They will also assist in any other capacity needed as it pertains to LULAC's programs. Current LULAC programs serve communities across the United States.

Internship Responsibilities and Duties by Quarter:

Winter (January-March):

- Assist the Civic Engagement team with the organizing, logistics, outreach, and implementation of the Emerge Latino Conference;
- Support the programs section of the LULAC website;
- Assist in the research and writing of civic engagement/immigration pieces for the LULAC National News Magazine and other publications as necessary;
- Assist in the development of upcoming LULAC events across the U.S. as needed;
- Assist the director of civic engagement with the implementation of HIIP;
- Work with our network of young adults to develop a yearly plan.

Spring (March-June):

- Assist the Civic Engagement team with the planning and implementation of civic engagement programs;
- Assist with outreach to increase general knowledge on the importance of voting;
- Work with young adults and local LULAC Councils to increase visibility for the LULAC National Convention;
- Assist with planning and executing workshops for the LULAC National Convention;
- Assist in the research and writing of civic engagement/immigration pieces for the LULAC National News Magazine and other publications as necessary;
- Assist with the planning and execution of workshops for the Women's Conference as needed;

- Work with local HIIP sites on outcomes and reporting.

Summer (June-August):

- Assist the Civic Engagement team with campaigns including planning and implementation;
- Assist the team with outreach for the LULAC National Convention;
- Support the programs section of the LULAC website;
- Assist in the research and writing of civic engagement/immigration pieces for the LULAC National News Magazine and other publications as necessary;
- Assist in the development of upcoming LULAC events across the U.S. as needed;
- Assist the director of civic engagement with the implementation of HIIP;
- Work with our network of young adults to develop a yearly plan.

Fall (September-December):

- Assist the Civic Engagement team with collecting and analyzing program data;
- Assist with HIIP outcomes and reporting;
- Assist in the research and writing of civic engagement/immigration pieces for the LULAC National News Magazine and other publications as necessary;
- Work with the Democracy team to implement electoral work including voter registration, Get Out the Vote, and Election day operations;
- Assist with planning the Emerge Latino Conference;
- Assist in the development of upcoming LULAC events across the U.S. as needed.

Stipend:

\$100.00 travel stipend.

How to Apply:

Please send a resume, writing sample, unofficial transcript, and cover letter expressing interest in the position and date of availability to Declan Kingland, Deputy Director of Programs at DKingland@LULAC.org. Please include "Civic Engagement Internship" in your email subject.

LULAC is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. LULAC is an equal opportunity employer and it is our policy to recruit, hire, train, promote, and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, economic status, sexual orientation, veteran status, gender identity or expression, ethnic identity or physical disability, or any other legally protected basis. LULAC will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.

www.lulac.org