



## League of United Latin American Citizens Federal Affairs Internship

### **Organization Overview:**

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

### **Federal Training Institute Vision Statement:**

The Federal Training Institute is dedicated to the belief that increasing the knowledge and skills of staff through educational opportunities contributes to the advancement of human fulfillment. Therefore, a diverse, well-educated and informed workforce will be able to adapt and better respond to the future challenges of their agencies and the communities they serve.

### **Federal Training Institute Mission Statement:**

The Federal Training Institute is committed to providing quality educational opportunities to develop and enable participants to realize their potential by strengthening their knowledge, skills, and professional competencies.

We realize the rapid changes of our nation present all agencies and companies with new and additional challenges in completing their various missions. We are committed to providing the support, training, and development to keep abreast of these changes. Our core value is committed to facilitating educational opportunities to participants to acquire or enhance the skills necessary to develop within and beyond their potentials.

**Special Note:** Federal Affairs interns may be asked to join the team at the National Convention in Phoenix, Arizona. If so, LULAC will cover lodging, meals, and travel expenses. At the National Convention, interns may also be allowed to attend some of the FTI workshops as part of their development assignment.

### **Internship Qualifications:**

LULAC is seeking an energetic student interested in Federal Affairs, leadership development and/or pursuing a career in the Federal government or a Meeting Planning career. Applicants are required to have excellent academic records and strong writing and communication skills. Thorough knowledge of the Hispanic community, the impact of Hispanic representation in the Federal government and current issues is a plus. Applicants should also have a deep sense of commitment to advancing the rights of Hispanic Americans. Ability to write and speak English fluently is highly desirable as is extensive experience with using computer software. Spanish proficiency is also desired but not required. Candidates should be working towards a bachelor's degree and/or a meeting planner certificate.

## **Internship Responsibilities and Duties by Quarter:**

### **Winter (January-March):**

- Assist with the coordination of the Federal Training Institute (FTI) in the LULAC National Office and during the LULAC National Convention;
- Participate in briefings and or meetings on behalf of LULAC
- Research and create database of College and Universities within the 250 mile range of the convention site;
- Send FTI Request for Proposals (RFP) to secure workshop speakers;
- Prepare the Excellence in Service Award for distribution;
- Secure FTI workshop presenters;
- Assist in developing the FTI agenda;
- Communicate with Agency representatives;
- Other activities as required.

### **Spring (March-June):**

- Follow up on FTI speaker confirmation;
- Update FTI agenda;
- Communicate with college representatives and students to participate in the FTI Youth & Collegiate Symposium (YCS);
- Communicate with Agency representatives;
- Create registration site for the Youth and Collegiate Symposium;
- Assist with database;
- Assist with the LULAC Excellence in Service Awards logistics;
- Serve as ex-officio member on the LULAC Excellence in Service Awards reviewing committee;
- Assist in developing FTI student track;
- Secure all materials for the Program Book (photos, bios, etc.) and the YCS brochure;
- Manage the Youth & Collegiate Symposium registration;
- Other activities as required.

### **Summer (June-August):**

- Secure all materials for the Program Book (photos, bios, etc.);
- Follow up on speaker confirmation;
- Manage the Youth & Collegiate Symposium registration;
- Create registration rosters and confirmation letters for career counselors and guidance counselor's workshop (FTI);
- Create workshop portfolios;
- Attend and assist with the logistics of the FTI during the Convention;
- Assist with speaker registration at Convention site;
- Monitor workshops/collect sign in sheets and evaluation sheets;

- Assist with collecting and analyzing data;
- Data entry;
- Prepare workshop attendance certificates;
- Prepare thank you letters (speakers, moderators, panelists, etc.);
- Analyze data and update reports as needed;
- Intern will also assist with the coordination of the Federal Training Institute Partnership (FTIP).

**Fall (September-December):**

- Analyze data and update reports as needed;
- Assist with the coordination of the Federal Training Institute Partnership (FTIP) in the LULAC National Office and during the FTIP;
- Participate in briefings and or meetings on behalf of LULAC;
- Research and create database of College and Universities within the 250 mile range of the next convention site;
- Send FTI Request for Proposals (RFP) to secure workshop speakers;
- Prepare the Excellence in Service Award for distribution;
- Secure FTI workshop presenters;
- Assist in developing the FTI Agenda;
- Communicate with Agency representatives;
- Other activities as required.

**For more information about the Federal Affairs Internship, please contact:**

Sara Clemente, Director of Federal Affairs, at [sclemente@lulac.org](mailto:sclemente@lulac.org) or by calling (202)-734-7200

**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 period of availability to Beatriz Paz, at [Internships@LULAC.org](mailto:Internships@LULAC.org). Please include "Federal Affairs Internship" in your email subject.

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*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](http://www.LULAC.org)**