



## League of United Latin American Citizens Corporate Relations Intern

### **Mission:**

The League of United Latin American Citizens was founded in 1929. LULAC is the oldest and largest member based organization in the United States. Our mission is to advance the economic condition, educational attainment, political influence, housing, health and civil rights of the Latino Population in the United States and Puerto Rico. LULAC empowers Latino families through advocacy and direct service programs in 35 states, the District of Columbia and Puerto Rico. Annually, LULAC engages its network of 135,000 community volunteers organized into over 1,000 councils, 60 community technology centers and 15 LULAC National Educational Service Centers (LNESEC) in community programs in civic engagement, civil rights, economic empowerment, education, health, housing, immigration, public policy and technology.

### **Goal:**

The corporate relations intern will contribute and will work towards increasing the revenue growth and as a consequence the development of the organization as a whole. The internship provides the opportunity to build long-term and collaborative partnerships for LULAC within corporate America. These include partnerships for our national events and programs.

### **Responsibilities include but are not limited to:**

#### *Donor Correspondence and Administrative Tasks*

- Assist in the development of project specific letters, sponsorship mailings, solicitation packets, proposals and fulfillment reports for annual partnerships.
- Support on the annual mailings to current and potential funders.
- Assistance with data entry in updating corporate contacts.

#### *Research*

- Help identify potential corporate donors.
- Provide research about potential sponsors according to the event.

#### *Events – National Convention*

- Manage Corporate Registrations registration line and other duties as assigned for national convention.
- Assist organizing sponsor items and taking them to the ballroom once needed for the meal events.
- Provide additional support to the corporate relations team as requested.

### **Compensation:**

Unpaid. If applicable, interns must make arrangements with their schools to gain academic credit for this internship. LULAC is happy to provide any work documentation necessary for this process.

**Desired Majors:** Public Relations, Business, Marketing or related.

**Time Commitment:**

Five days a week. We will be flexible with your work schedule. Set schedule will be determined based on intern availability.

**Qualifications:**

A desired candidate should have the ability to be discrete while working with agreements, detailed oriented, work independently while contributing to team projects as appropriate, good verbal and written communication skills and organized skills. Proficiency with Microsoft Office is a must. Should be able to occasionally lift items up to 30lbs. Professional work ethic and demeanor is imperative.

Please e-mail your resume, cover letter, and a writing sample to Karina Castellanos at: [KCastellanos@LULAC.org](mailto:KCastellanos@LULAC.org). Please write "Corporate Relations 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.