



League of United Latin American Citizens Federal Affairs Intern

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.

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 provide continuing education by expanding opportunities for personal growth and fostering the development and dissemination of public policies and social change activities.

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 at times 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 progress and develop within and beyond their potentials.

Responsibilities:

Intern will assist with the coordination of the Federal Training Institute in the LULAC National Office and during the LULAC National Convention.

The intern would assist with

- Communication to college representatives and students to participate in the Youth & Collegiate Symposium
- Participate in briefings and or meetings on behalf of LULAC
- Registration rosters and confirmation letters for Career counselors and guidance counselor's workshop
- Secure all materials for the Program Book (photos, Bios)
- Follow up on Speaker confirmation
- Assist with speaker registration
- Prepare Workshop attendance certificates (conference site)
- Thank you letters (speakers, moderators)
- Monitor workshops/collect sign in sheets and evaluation sheets (conference site)
- Assist with data base (Prospective applicants form)
- Evaluations form and data entry of the same (conference site)
- Other activities as required

Please submit a resume and letter of interest to Elena Segura at ESegura@LULAC.org the position is an unpaid internship and is open until filled.