



League of United Latin American Citizens Policy & Legislation Fellow - Environmental Justice

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.

Policy and Legislation Overview:

Since 1929 LULAC has committed to advancing the economic condition, educational attainment, political influence, housing, health and civil rights of the Hispanic population of the United States. LULAC has long been a leading advocacy and research organization in the area of Latino policy & legislation.

Position Description: The Policy and Legislation Fellow for Environmental Justice, in consultation with the LULAC Director of Policy and Legislation, will manage the organization's environmental justice portfolio. This work includes equipping, preparing, and mobilizing the Latino community to enforce and drive protections for clean air, water, health and climate. The fellow will help educate and create opportunities for LULAC members to engage with policy leaders and influencers on the topic of climate change – elevating the Latino voice in the climate change space. The fellow will also assist the LULAC Director of Policy and Legislation in their work to track and analyze federal policies impacting the Hispanic community, communicate issues of importance to the LULAC membership, encourage the LULAC membership to take actions on those issues, and advocate for the positions adopted by the organization.

Qualifications:

Candidates with an undergraduate degree from accredited university are preferred. Organized and ambitious students enrolled in accredited undergraduate or graduate school will also be considered. Experience working on grassroots advocacy, coalition-building, conducting community programming, and/or experience requiring analysis of policy, legislation, and regulations are a plus.

Knowledge, Skills, and Abilities:

1. Great organization and project management skills;
2. Ability to work independently, set goals, develop budgets, and track program deliverables;
3. Skill in interviewing and relating to legislators and staff, governmental employees, and advocates;
4. Skill in building advocacy coalitions among people with diverse interests and needs;
5. Knowledge of LULAC issues, goals, and positions;
6. Skill in articulating LULAC concerns and policy to legislators and the media;

7. Knowledge of the state and Federal governmental structure, relationships, legislative procedure and processes, and the relevant terminology used;
8. Ability to recognize the need for guidance from supervisor or to keep him or her informed;
9. Proficiency in oral and written English and Spanish;
10. Working knowledge of word processing using Microsoft Word and other software;
11. Knowledge of available resources to research needed information (data bases, library references or guides, governmental publications, analytical reports by the State Legislative Analyst, etc);
12. Ability and willingness to travel by auto and airplane in connection with legislative, advocacy, and administration requirements.

Responsibilities and Duties:

Assist Director of Policy & Legislation by:

- Serving as point of contact and manager of LULAC's *Environmental Program* which aims to educate and create opportunities for LULAC members to engage with policy leaders and influencers on the topic of climate change – elevating the Latino voice in the climate change space.
- Draft memos, opinion pieces, and other content for dissemination in English and Spanish on LULAC's environmental work;
- Disseminating relevant information to community members on a consistent basis;
- Planning and executing advocacy trainings and other such events;
- Developing policy & legislation pieces for the LULAC National News Magazine, the LULAC Monthly e-newsletter and other publications as necessary;
- Planning and executing environmental components of LULAC's national advocacy and information events with opinion leaders and influencers.

Stipend:

Flat stipend based on experience. Position available for full-time schedule only. Position available through April 30,2017.

How to Apply:

Please send a resume, writing sample, and cover letter expressing interest in the position and date of availability to Luis Torres, Director of Policy and Legislation at latorres@lulac.org. Please include "Policy & Legislation Fellowship for Environmental Justice" in the subject line.

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