



League of United Latin American Citizens Special Events 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 Position Qualifications:

Applicants are required to have excellent academic records and strong writing and communication skills. Thorough knowledge of the Hispanic community 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 Spanish and English fluently is highly desirable as is extensive experience with using computer software. Candidates should be working towards a bachelor's degree.

Internship Responsibilities and Duties:

- Assist in the management of ACTober related events, Legislative Gala, Women's Conference, Latino's Living Healthy Festivals, and the LULAC National Convention;
- Assist in soliciting potential companies, businesses, and organizations in the Washington DC, Los Angeles, and Convention host city areas;
- Assist exhibitors to ensure their needs are met during various events;
- Assist with overall planning and organizing of various events;
- Create invoices for exhibitors and keep track of event support;
- Send thank you letters and follow-up to all exhibitors;
- Produce reports evaluating event success and update respective handbooks.

Stipend:

This position is unpaid and there is availability for a part-time or full-time schedule.

How to Apply:

Please send a resume, writing sample, unofficial transcript, and cover letter expressing interest in the position and date of availability to Karina Castellanos, Program Coordinator at KCastellanos@LULAC.org or fax to 202.833.6135. Please include "Special Events Internship" 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