



## League of United Latin American Citizens Education & Youth Programs Champion

### **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.*

### **Internship Qualifications:**

LULAC is seeking an energetic undergraduate student interested in education and youth who is passionate about youth leadership development, community development and program management. Candidate must have excellent oral and written communication, research, and organizational skills. The selected intern will assist with the management of the Ford Driving Dreams Grants program, LULAC National Youth Pre-Convention and Convention, LULAC National Youth Curriculum, and assist in any other capacity needed as it pertains to LULAC's programs. Current LULAC programs serve communities across the United States.

### **Internship Responsibilities and Duties by Quarter (duties may overlap for semester candidates)**

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

- Assist the programs team with collecting and analyzing program data;
- Support the programs section of the LULAC website ([www.LULAC.org/Ford](http://www.LULAC.org/Ford) and [www.LULAC.org/Youth](http://www.LULAC.org/Youth));
- Assist in the research and writing of education and youth pieces for the LULAC National News Magazine and other publications as necessary;
- Assist in the development of upcoming LULAC events across the U.S. as needed;
- Develop and update quarterly Youth Curriculum for months of April – June;
- Review and edit annual reports.

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

- Assist the programs team with collecting and analyzing program data;
- Work with 50+ LULAC Youth Councils and their respective chaperons/advisors to plan and execute leadership conferences;
- Assist with planning and executing state youth conferences across the country;
- Assist in the research and writing of education and youth pieces for the LULAC National News Magazine and other publications as necessary;
- Develop and update quarterly Youth Curriculum for months of July – September;
- Serve as ex-officio member on FDD's RFP reviewing committee.

**Summer (June-August):**

- Assist the programs team with collecting and analyzing program data;
- Plan, develop, and organize Ford Driving Dreams Grants program components
- Analyze and update reports and other factual documents as needed;
- Assist in the planning, administering, and executing of Youth Pre-/Convention
- Assist in the development of upcoming LULAC events across the U.S. as needed;
- Develop Youth Guide and Youth Curriculum

**Fall (September-December):**

- Assist the programs team with collecting and analyzing program data;
- Assist with the development of the End of Year reports which will be submitted to the Ford Motor Company Fund every December;
- Assist in the research and writing of education and youth pieces for the LULAC National News Magazine and other publications as necessary;
- Develop and update quarterly Youth Curriculum for months of October – March;
- Assist with planning and executing Tech youth conference in California;
- Assist in the development of upcoming LULAC events across the U.S. as needed.

**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 “Education & Youth Programs Champion” 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)**