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 and El Paso, TX 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 Qualifications:
LULAC is seeking an energetic undergraduate student interested in education, youth, and health and 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 education programs, LULAC Legislative Gala and State of Latinx America conference, LULAC National Youth Pre-Convention and Convention, and assist in any other capacity needed as it pertains to LULAC’s programs. Current LULAC programs serve communities across the United States and Puerto Rico.

This position will be located in the El Paso, TX Membership Office. Interns should be available for 12-15 hrs per week in office. This position runs from November 2019 – May 2020.

Internship Responsibilities and Duties by Semester:

Winter/Spring (January-May):
- Assist the programs team with collecting and analyzing program data for education programs;
- Support the programs section of the LULAC website (www.LULAC.org/Ford and www.LULAC.org/adelante);
- 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 for months of April – June;
- Review and edit annual reports.

Summer (June – August):
- 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 Youth Pre-Convention and Convention in Washington, D.C.;
- 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.

**Fall (September – December):**
- 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));
- Analyze and update reports and other factual documents as needed;
- 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;
- Work with 50+ LULAC Youth Councils and their respective chaperons/advisors to plan and execute leadership conferences.
- 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 date of availability to Sandra Caraveo, National Programs Manager at [SCaraveo@lulac.org](mailto:SCaraveo@lulac.org).

Please include “LULAC Programs 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.*

[www.lulac.org](http://www.lulac.org)