



League of United Latin American Citizens LULAC Equality 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 a dedicated undergraduate student interested in Latino lesbian, gay, bisexual and transgender (LGBTQ) equality who is passionate about advocacy, community organizing, and program management. The candidate must have excellent oral and written communication, research, and organizational skills.

The position will work with the LULAC Chief Operating Officer, to build partnerships with LGBTQ advocates and partner organizations across the nation. The selected intern will work to maintain partnerships with funders, support the LULAC Latinos Living Healthy: Act Against AIDS initiative. The position will also assist in any other capacity needed as it pertains to LULAC's programs and events. Current LULAC programs serve communities across the United States and Puerto Rico.

Internship Responsibilities and Duties (duties may overlap for semester candidates):

Winter (January-March):

- Participate in LULAC LGBTQ advocacy track during our annual LULAC National Legislative Conference
- Assist the team with collecting and analyzing program data;
- Assist with the development of the End of Year reports;
- Develop trainings to disseminate information to all the program sites;
- Write content for and update the LULAC LGBTQ website pages on LULAC's website;
- Create content for and oversee graphic design of fact sheets, reports, and other factual documents as needed;
- Assist in the development of upcoming LULAC LGBTQ and HIV focused events across the U.S. as needed;
- Research and write a quarterly LGBTQ and HIV articles for the LULAC National News Magazine and for the LULAC Blog as needed;
- Host calls with regional representatives to organize conference events related to LGBTQ and HIV priority issues;
- Online outreach for LGBTQ and HIV focused workshops at national events;
- Manage outreach booths at various community events related to LGBTQ, Latino and HIV issues.

Spring (March-June):

- Assist the team with collecting and analyzing program data;
- Assist with the development of the end of project reports;
- Develop trainings to disseminate information to all the program sites;
- Write content for and update the LULAC LGBTQ website;
- Create content for and oversee graphic design of fact sheets, reports, and other factual documents as needed;
- Assist in the development of upcoming LULAC LGBTQ and HIV focused events across the U.S. as needed;
- Research and write a quarterly LGBTQ and HIV articles for the LULAC National News Magazine and for the LULAC Blog as needed;
- Host calls with regional representatives to organize conference events related to LGBTQ and HIV priority issues;
- Online outreach for LGBTQ and HIV focused workshops at national events;
- Manage outreach booths at various community events related to LGBTQ , Latino and HIV issues.

Summer (June-August):

- Online and local outreach for LGBTQ and HIV focused workshops at the LULAC National Convention;
- Assist the team with collecting and analyzing program data;
- Assist with the development of the End of Year reports;
- Develop trainings to disseminate information to all the program sites;
- Write content for and update the LULAC LGBTQ website pages using Arcos content management system & coalition website using Google Sites;
- Create content for and oversee graphic design of fact sheets, reports, and other factual documents as needed;
- Assist in the development of upcoming LULAC LGBTQ and HIV focused events across the U.S. as needed;
- Research and write a quarterly LGBTQ and HIV articles for the LULAC National News Magazine and for the LULAC Blog as needed;
- Host calls with regional representatives to organize conference events related to LGBTQ and HIV priority issues;
- Participate in weekly planning committee calls for the LGBTQ Latino Institute.
- Manage outreach booths at various community events related to LGBTQ , Latino and HIV issues.

Fall (September-December):

- Participate in LULAC LGBTQ advocacy track during our annual ACTober Legislative Meeting;
- Assist the team with collecting and analyzing program data;
- Assist with the development of the End of Year reports;
- Develop trainings to disseminate information to all the program sites;
- Write content for and update the LULAC LGBTQ website pages;
- Create content for and oversee graphic design of fact sheets, reports, and other factual documents as needed;
- Assist in the development of upcoming LULAC LGBTQ and HIV focused events across the U.S. as needed;
- Research and write a quarterly LGBTQ and HIV articles for the LULAC National News Magazine and for the LULAC Blog as needed;
- Host calls with regional representatives to organize conference events related to LGBTQ and HIV priority issues;
- Online outreach for LGBTQ and HIV focused workshops at national events;
- Manage outreach booths at various community events related to LGBTQ, Latino and HIV issues.

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. Please include “LULAC Equality Champion” in your email subject.

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