



League of United Latin American Citizens LULAC National 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 Description:

Reporting to the National Director of Conferences and Events, the intern is responsible for assisting in the overall planning and implementation of LULAC special events including the LULAC National Convention Expo and the LULAC National Legislative Awards Gala. In addition, the LULAC National Events Interns will work closely with the programs team to provide planning support for events under programs. Technologically advanced, organization skills to manage multiple tasks, and attention to detail preferred.

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

Winter (January-March)

Spring (March-June)

Summer (June – August)

Fall (September-December)

- General Logistics Support (Washington Legislative Gala, LULAC National Convention Expo and National Women's Conference Expo);
- Contact and confirm Expo participants;
- Assist with all general registration processes as needed/assigned;
- Assist in assembling attendee materials, e.g. producing badges and any associated info cards and organizing registration materials for on-site distribution;
- Assist in finalizing arrangements with various meeting vendors (decorator, audiovisual, hotel, supplies);
- Coordinate packing and shipping of conference materials;
- Send thank you letters and follow-up to all sponsors and ticket purchasers;
- Assist with meeting room assignments;
- Assist with attendee hotel reservations.
- Prepare RFP's from Vendors
- Acting as liaison between events manager and exhibitors/sponsors
- Assist with projects in the area of marketing and events management

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 Beatriz Paz at Internships@LULAC.org. Please include "LULAC National Events Intern" in your email subject.