



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 events, the events intern is responsible for assisting in the overall planning and implementation of LULAC special events including the LULAC National Convention and the LULAC National Legislative Awards Gala.

Internship Responsibilities and Duties:

Winter (January-March):

Washington Legislative Gala

- Solicit corporate, government, union, and individual support for the Legislative Gala.
- Assist with overall planning and organizing of gala and event vendors.
- Invoice sponsors/vendors and keep track of gala support.
- Send thank you letters and follow-up to all sponsors and ticket purchasers.

Spring (March-June) & Summer (June - August):

National Women's Conference & LULAC National Convention

- Solicit corporate, government and union participation as convention sponsors, exhibitors and advertisers.
- Assist in Managing the convention exposition, job fair, and convention service vendors.
- Serve as sponsor and exhibitor liaison to ensure their needs are met during the convention.
- Assist with overall planning and organizing of convention.
- Invoice sponsors, exhibitors, and advertisers and keep track of convention support.
- Send thank you letters and follow-up to all sponsors, exhibitors, and advertisers.

Fall (September-December):

- Solicit corporate, government, union, and individual support for the various events.
- Assist with overall planning and organizing of event vendors.
- Invoice sponsors and keep track of support.
- Send thank you letters and follow-up to all vendors

How to Apply:

Please send a resume, writing sample, unofficial transcript, and cover letter expressing interest in the position and date of availability to Declan Kingland, Deputy Director of Programs at DKingland@LULAC.org. Please include "Events Intern" in your email subject.