



League of United Latin American Citizens Policy and Legislation Advocate

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 policy, politics, advocacy, and research. Student must have an interest in issues impacting the Latino community including education, health care, immigration, civil rights, LGBT rights, housing, the environment, labor, the economy, among others. Please see [LULAC Platform](#) to review issues LULAC works on. Candidate must have excellent oral and written communication, research, and organizational skills. The selected intern will assist with the coordination of the LULAC National Legislative Conference, LULAC National Convention, LULAC National ACTober Advocacy Day, and assist in any other capacity needed as it pertains to LULAC's policy agenda.

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

Winter (January-March):

- Conduct legislative research and update policy fact sheets in preparation for the [LULAC National Legislative Conference](#);
- Coordinate panels, assist with speaker orientation, registration, check-in and other logistical needs the day of legislative conference and gala;
- Identify speakers for panels, draft invitations, conduct follow-up, and secure participants for legislative conference;
- Connect and liaise with target Congressional offices and agencies as part of legislative conference;
- Assist with making appointments on Capitol Hill and with agencies as needed;
- Escort LULAC advocates to meetings as needed;
- Assist in the research and writing of policy pieces for the LULAC National News Magazine, LULAC blog, Capitol Hill correspondence, and other publications as necessary;
- Assist with the coordination of upcoming LULAC events across the U.S. as needed;
- Help update content for LULAC Policy webpage.

Spring (March-June):

- Conduct legislative research and update policy fact sheets in preparation for the [LULAC National Convention and Exposition](#);
- Help identify speakers for panels, draft invitations, conduct follow-up, and secure participants for convention policy sessions and special events;
- Assist with making appointments on Capitol Hill and with agencies as needed;
- Escort LULAC advocates to meetings as needed;
- Assist in the research and writing of policy pieces for the LULAC National News Magazine, LULAC blog, Capitol Hill correspondence, and other publications as necessary;
- Assist with the coordination of upcoming LULAC events across the U.S. as needed;
- Help update content for LULAC Policy webpage.

Summer (June-August):

- Conduct legislative research and update policy fact sheets in preparation for the [LULAC National Convention and Exposition](#);
- Identify speakers for panels, draft invitations, conduct follow-up, and secure participants for convention policy sessions and special events;
- Draft evaluation sheets, speaker orientation materials, scripts, and other prep materials for convention;
- Connect and liaise with target Congressional offices and agencies in Convention host city as needed;
- Travel to Convention host city to assist with panels, speaker orientation, registration, check-in and other logistical needs the week of National Convention in target city;
- Assist in the research and writing of policy pieces for the LULAC National News Magazine, LULAC blog, Capitol Hill correspondence, and other publications as necessary;
- Assist with the coordination of upcoming LULAC events across the U.S. as needed;
- Help update content for LULAC Policy webpage.

Fall (September-December):

- Conduct legislative research and update policy fact sheets in preparation for LULAC National ACTober Advocacy Day;
- Connect and liaise with target Congressional offices and agencies as part of ACTober Advocacy Day;
- Assist with making appointments on Capitol Hill and with agencies as needed;
- Escort LULAC advocates to meetings as needed;
- Assist in the research and writing of policy pieces for the LULAC National News Magazine, LULAC blog, Capitol Hill correspondence, and other publications as necessary;
- Assist with the coordination of upcoming LULAC events across the U.S. as needed;
- Help update content for LULAC Policy webpage.

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 "Policy and Legislation Advocate" 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