



# JOB ANNOUNCEMENT

## Civic Engagement Intern

Unpaid | Los Angeles, New York City, Houston & Raleigh

### THE ORGANIZATION

The National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund was established in 1981 to promote the full participation of Latinos in the American political process, from citizenship to public service. NALEO Educational Fund achieves its mission through integrated strategies that include increasing the effectiveness of Latino policymakers, mobilizing the Latino community to engage in civic life and promoting policies that advance Latino political engagement.

NALEO Educational Fund is a 501(c)3 non-profit, non-partisan organization governed by a 15-member Board of Directors and a 28-member Board of Advisors. Headquartered in Los Angeles, NALEO Educational Fund maintains offices in Houston, Orlando, New York City and Washington D.C.

It employs about 55 full-time staff with an annual budget of \$9 million, and offers a competitive benefits package that includes generous vacation, sick leave, medical, dental, vision, life insurance, and retirement coverage.

### THE INTERNSHIP

The Civic Engagement (CE) Intern will provide programmatic and administrative support to NALEO Educational Fund's, Civic Engagement Department, and gain valuable experience specifically in the preparation and implementation of strategic initiatives to engage and mobilize the maximum number of Latinos leading up to local elections in 2017, from naturalization promotion and assistance to direct voter mobilization and census outreach. Learning opportunities may range from, providing information and direct assistance to the public on the citizenship process, assisting individuals with N-400 applications, organizing and promoting events, assisting in developing reports, recruiting and training volunteers, supporting local voter registration efforts, electoral research, and other activities related to the promotion of civic participation. Applicant should be available on specified weekends to participate during naturalization assistance workshops, voter registration events and "get-out-the-vote" (GOTV) efforts. Applicants should have an interest in civic engagement, the electoral process and political campaigns.

Internship hours per week vary depending on availability, with a minimum of 15 hours per week preferred. This is an unpaid position. Should applicants wish to receive academic credit for their service they must consult with their academic institution to determine expectations and requirements. Positions are available in each of the organization's Houston, Los Angeles, and New York City offices as well as in the San Antonio and Raleigh communities we serve.

### QUALIFICATIONS & SKILLS

- Applicants should be undergraduate or graduate students with interest in issues relating to civic engagement, advancement of the Latino community, non-profits, and/or politics.
- Able to manage multiple tasks/projects, possess good written and verbal communication skills, show strong attention to detail, and exhibit a professional demeanor in the office environment.
- Self-motivated and extremely organized, comfortable with developing and building relationships.
- Spanish fluency strongly preferred but not required.
- If a driver, must have a valid driver's license with proof of automobile insurance coverage
- Ability to work respectfully with people of all cultural and socioeconomic backgrounds.
- Supportive of the NALEO Educational Fund mission and philosophy.

## PHYSICAL AND MENTAL DEMANDS

The position requires certain physical and mental demands, including the following:

- Ability to see and hear within normal ranges;
- Dexterity to read, write, type, operate office equipment such as a computer, telephone, calculator, copier, fax machine, pencils, pens, and stapler;
- Ability to stand and walk for extended periods of time
- Ability to lift and carry up to 25 pounds

Once hired, employees requiring reasonable accommodations to perform the demands of the position should contact Human Resources.

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## PLEASE SEND A LETTER OF INTEREST AND RÉSUMÉ TO:

**Aly Ashton**, Operations Manager, Civic Engagement

NALEO Educational Fund  
1122 W. Washington Blvd., 3rd Floor  
Los Angeles, CA 90015

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NALEO Educational Fund is an equal opportunity employer. Applications are evaluated on the basis of job qualifications and not race, sex, color, disability, national origin, religion, creed, age, marital status, sexual orientation, gender expression, gender identity, citizenship or authorized alien status, or veteran status.