



INTERNSHIP OPPORTUNITY

Civic Engagement Intern Unpaid | Los Angeles, CA and Raleigh, NC

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.

Founded in 1981 by the late Congressman Edward R. Roybal, NALEO Educational Fund is a 501(c)3 non-profit organization governed by a 15-member Board of Directors and a 35-member Board of Advisors. Headquartered in Los Angeles, the NALEO Educational Fund maintains offices in Houston, New York City, Orlando, Phoenix and Washington, D.C. and has an annual budget of \$10.5 million.

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 for local elections, 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, "get-out-the-vote" (GOTV) efforts, and Census outreach 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.

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,
- 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 detect, discern, recognize, and perceive auditory and visual information within normal ranges;
- Dexterity to read, write, type, operate office equipment such as a computer, printer, telephone, calculator, copier, fax machine, pencils, pens, and stapler;
- Ability to remain in a stationary position 50 percent of the 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.

DISCLAIMER

Nothing in this internship opportunity description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

PLEASE SEND COVER LETTER AND RÉSUMÉ TO:

Angela Weimer

National Director of Human Resources and Administration

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

Tel: (213) 747-7606 Ext.113 | **E-Mail:** aweimer@naleo.org

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, or any other basis protected by law.