



# INTERNSHIP OPPORTUNITY

## Policy, Research, and Advocacy Intern Unpaid | Washington, DC

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### 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.

### THE INTERNSHIP

The Policy, Research, and Advocacy (PRA) Intern will provide programmatic, research and analytical support to NALEO Education Fund's, Policy, Research, and Advocacy Department, and gain a valuable educational experience about ensuring that Latinos are able to fully participate in our political process. The intern will learn about the public policy implications of a broad range of issues affecting Latino participation and representation, including voting rights, naturalization, immigration, Census policy, Congressional staff and diversity issues, and election and governance issues. Learning opportunities may range from assisting in developing reports; legislative research; and assisting in NALEO's 'Staff Up Congress' initiative, to increase the number of qualified and talented staffers of color that desire to put their skills to work in the halls of Congress.

Internships hours vary depending on availability, with 32 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. Position is available in the Washington, DC office.

### QUALIFICATIONS & SKILLS

- Applicants should be undergraduate or graduate students with interest in issues relating to policy research, 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.

- 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.

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## **PLEASE SEND COVER LETTER AND RÉSUMÉ TO:**

**Angela Manso, Director of Policy and Legislative Affairs**

NALEO Educational Fund  
600 Pennsylvania Avenue SE, Ste. 480  
Washington, D.C. 20003

**Tel:** (202) 546-2536 | **E-Mail:** [amanso@naleo.org](mailto:amanso@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.