

INTERNSHIP OPPORTUNITY

NALEO Educational Fund Civic Engagement Department Washington, DC

The Organization

The National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund was established in 1981 to facilitate full Latino participation in the American political process. The NALEO Educational Fund carries out this mission by developing and implementing programs that promote Latino civic participation and voter engagement, provide technical assistance and training to the nation's Latino elected and appointed officials, and conduct policy analysis and research on issues affecting Latino access to the political process.

The NALEO Educational Fund is a 501(c) 3 non-profit organization governed by a 15-member Board of Directors and a 25-member Board of Advisors. Both Boards are comprised of members of Congress, state and local elected officials, and corporate leaders from across the country. The NALEO Educational Fund maintains offices in Los Angeles, Washington D.C., Houston, and New York. It employs approximately 60 full-time staff with an annual budget of \$6 million.

The Position

The Intern for Civic Engagement will provide support to the government and community services offered by the Civic Engagement Department, which include naturalization assistance and promotion, voter mobilization, and Census participation. Duties will include leading the updating of critical voting/election data for the *ya es hora* coalition's website; ensuring timely and accurate updating of news and events via the website and social networking media; and general departmental and organizational support as needed. The position may also provide support to activities of the Policy, Research, and Advocacy department. This is an unpaid internship.

Qualifications

- ◆ Good organizational and administrative skills.
- ◆ Excellent verbal and written communication skills; ability to read and write Spanish preferred.
- ◆ Excellent analytic skills and ability to compile information from a wide of variety of data sources.
- ◆ Ability to read, analyze and summarize policy and administrative materials.
- ◆ Proficiency with spreadsheet and database software (such as Excel and Access).
- ◆ Ability to handle multiple tasks, organize and prioritize workload.
- ◆ Supportive of mission and philosophy of the NALEO Educational Fund.

PLEASE SEND A LETTER OF INTEREST AND RESUME TO:

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