



...facilitating full Latino participation in the American political process

INTERNSHIP ANNOUNCEMENT

Please post and circulate

Demographic Research Intern – Los Angeles

The Organization

The National Association of Latino Elected and Appointed Officials (NALEO) Educational Fund was established in 1981 and is the leading nonprofit organization that facilitates full Latino participation in the American political process, from citizenship to public service.

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. The NALEO Educational Fund maintains offices in Los Angeles, Washington D.C., Houston, New York, and Orlando.

The Program

The Civic Engagement Department seeks to achieve the full participation of Latinos in the American political process by building a culture of civic participation through a sustained national infrastructure that informs, engages, and mobilizes the Latino community. We achieve this by promoting naturalization and electoral participation and by working through local, regional, and national strategic partnerships in order to make civic participation accessible to all Latinos.

The Position

The Civic Engagement Department seeks dedicated critical thinkers interested in the field of research, data, and politics to support the organization's national civic engagement research activities. The Demographic Research Intern will help strengthen the research capacity of the NALEO Educational Fund's voter engagement program by researching and analyzing demographic data and census-related reports. Responsibilities include but are not limited to collecting and analyzing Census data, and other projects as assigned to support the organization's research on the Latino electorate and its field-based voter mobilization efforts on the field. Technical training will be provided. The ideal candidate should have a strong interest in politics, demographic or scholarly research. The candidate should be comfortable reading and summarizing academic reports and articles, conducting internet research, and working with MS Excel. The internship will be filled immediately and the ideal candidate will be able to commit 15-20 hours a week. This internship is un-paid.

Qualifications

- Applicants should be undergraduate or graduate students with an interest in issues relating to Latino political participation, politics, naturalization, or voting.
- Strong analytical and research skills, attention to detail, and the ability to work independently with guidance.
- Strong organization, written, and oral communication skills
- Significant proficiency with computers, including MS Word and Excel
- Ability to work respectfully with people of all cultural and socioeconomic backgrounds
- Supportive of the NALEO Educational Fund mission and philosophy

PLEASE SEND RESUME AND AVAILABILITY TO:

Clayton Rosa, Program Associate, Civic Engagement
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Tel: (213) 747-7606 ext 4451 ♦ Fax (213) 747-7664 ♦ croso@naleo.org

Please indicate which internship position you are applying for.

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