



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

## **INTERNSHIP ANNOUNCEMENT**

*Please post and circulate*

### **Executive Administration 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 Executive Administration Intern reports directly to the Senior Director of Civic Engagement and provides support to the department, including but not limited to: contact management, archive systems improvement, attendance of select strategy meetings, tracking of national program activity, research assignments, and production of memoranda and short reports. The Executive Administrator will play a critical role in the organization's national civic engagement program in its preparation for the 2012 election season. The ideal candidate has a strong interest in politics, Latino civic engagement, and nonprofit management. The internship will be filled immediately, and the ideal candidate will be able to commit 10-15 hours a week. This internship is un-paid.

#### **Qualifications**

- Applicants should be undergraduate or graduate students.
- Candidate must possess strong written communication skills, extreme attention to detail, able to work appropriately with different audiences (including community members, elected officials, NALEO staff, and other professionals) and possess above average organizational skills.
- Experience with MS Excel strongly preferred; experience with MS Word is required.
- Spanish fluency 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.

#### **PLEASE SEND RESUME AND AVAILABILITY TO:**

Clayton Rosa, Program Associate, Civic Engagement  
NALEO Educational Fund ♦ 1122 W. Washington Boulevard, Third Floor ♦ Los Angeles, CA 90015  
Tel: (213) 747-7606 ext 4451 ♦ Fax (213) 747-7664 ♦ [croso@naleo.org](mailto: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.*