



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

## **INTERNSHIP ANNOUNCEMENT**

*Please post and circulate*

### **Naturalization 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 naturalization research activities. The Naturalization Research Intern will help strengthen the research capacity of the NALEO Educational Fund's citizenship program by researching and analyzing demographic data and naturalization-related reports. Responsibilities include but are not limited to collecting and analyzing data from the Department of Homeland Security, Pew Research Center, Brookings Institute and other projects as assigned to support the organization's naturalization policy and assistance programs. 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  
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.*