



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

INTERNSHIP ANNOUNCEMENT

Please post and circulate

Service Coordinator 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 Service Coordinator provides programmatic and administrative support to the NALEO Educational Fund's naturalization assistance program. Responsibilities may range from providing information to the public via national hotline, developing reports, attending U.S. Citizenship and Immigration Services' meetings, assisting with one-on-one N-400 applications, organizing and promoting events, interacting with the public, and assisting the department during citizenship workshops. The intern will be trained on the naturalization process and on the naturalization application. The internship will be filled immediately and the ideal candidate will be able to commit 15-20 hours a week. Applicant should be available on specified weekends to help during naturalization assistance workshops.

Qualifications

- Applicants should be undergraduate students with an interest in issues relating to civic engagement, immigration, Latinos, politics or voter engagement
- Intern must be able to multi-task and maintain attention to detail); have good written and oral communication skills and a professional demeanor.
- Spanish fluency required; ability to read and write in Spanish a plus.
- Able to manage multiple projects simultaneously.
- Must be willing to work some evenings and weekends.
- Able 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 ♦ crosa@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.