



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

INTERNSHIP ANNOUNCEMENT

Please post and circulate

Volunteer 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 Volunteer Coordinator provides programmatic and administrative support to the NALEO Educational Fund's citizenship program, from one-on-one assistance, workshops and meetings. Responsibilities will include but are not limited to recruiting, training, retaining, supporting volunteers and volunteer groups, in addition to scheduling and maintaining strong relationships with volunteers. The Volunteer Coordinator will communicate actively with partner organizations and help foster volunteer involvement, in addition to coordinating with pro-bono attorney liaisons for effective pro-bono attorney recruitment. The Coordinator will maintain accurate databases of volunteers and provide reports to staff and partners. Other responsibilities may range from administrative assistance, providing information to the public via national hotline, organizing and promoting events, interacting with the public, and assisting the department during citizenship workshops. Training and guidance on the naturalization process will be provided. 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. This internship is not compensated.

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 while maintaining attention to detail; have good written and oral communication skills and a professional demeanor.
- Spanish fluency preferred but not required; ability to read and write in Spanish, a plus.
- Ability to manage multiple projects simultaneously.
- Ability to work respectfully with people of all cultural and socioeconomic backgrounds.
- Must be willing to work evenings and weekends.
- 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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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.