POSITION ANNOUNCEMENT

POSITION: Affiliate Engagement Intern
LOCATION: Washington, DC
CONTACT: Laura Alfonso Baron
OPEN: Immediately
CLOSED: When filled
COMPENSATION: Unpaid, transportation stipend available

BACKGROUND

UnidosUS, previously known as NCLR (National Council of La Raza), is the nation’s largest Hispanic civil rights and advocacy organization. Through its unique combination of expert research, advocacy, programs, and an Affiliate Network of nearly 300 community-based organizations across the United States and Puerto Rico, UnidosUS simultaneously challenges the social, economic, and political barriers that affect Latinos at the national and local levels. For more than 50 years, UnidosUS has united communities and different groups seeking common ground through collaboration, and that share a desire to make our country stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook or Twitter.

SUMMARY

Under the supervision of the Membership Specialist and as part of the Affiliate Engagement team, the Intern will work closely with the Senior Director of Affiliate Engagement to support UnidosUS’s regional strategy to strengthen relationships with Affiliates and communicate with regional offices in a coordinated fashion. While the Intern will provide support to the entirety of Affiliate Engagement based on current needs, the Intern will support research, the documentation of processes, database management, and various administrative tasks, including ordering office supplies, handling mail and shipments, and planning events. The Intern may also work on projects to enhance the collective impact of UnidosUS’s Affiliate Network by strengthening Affiliates’ organizational effectiveness and increasing their capacity to deliver programs and conduct advocacy.

This is an excellent opportunity to learn about nonprofit administration and understand how national and local organizations work together. Interns will be exposed to nonprofit networks, membership management, and communications. The ideal candidate should be in the process of completing or recently have completed a bachelor’s degree in social sciences or another relevant major and have an interest in Latino issues and nonprofit organizations.

UnidosUS seeks to host an Intern starting immediately with a commitment of at least 15 hours per week through the summer. The Intern must reside within commuting distance of
Washington, DC; UnidosUS will not cover relocation costs. Office hours are Monday through Friday, 8:30 a.m.–5:30 p.m., with flexibility to accommodate class and work schedules.

RESPONSIBILITIES

- General office duties, including clerical support, research, and administrative assistance.
- Data collection, entry, and management.
- General Internet research, reporting, and contributing to the biweekly Affiliate Digest.
- Provide support to staff for event planning and follow-up activities.
- Light lifting, packing, assembly, and distribution of materials, especially for events and mailings.

QUALIFICATIONS

- All majors are encouraged to apply, but a strong interest in advocacy, public policy, and/or nonprofit management is required.
- Excellent written, oral, and proofreading skills.
- Strong computer skills, including knowledge of Microsoft Outlook, Word, and Excel, and internet research skills.
- Ability to think and work creatively and independently.
- Strong ability to prioritize and organize multiple tasks, work under pressure, and meet strict deadlines both independently and in a team.
- Exceptional attention to detail.
- Bilingual written and verbal ability (English/Spanish) preferred, but not required.
- Responsible and professional work ethic.
- Reliable, dependable, and able to commit to at least 15 hours per week for at least three months.

Please include “Affiliate Engagement Intern” in the subject line of your email.

SEND COVER LETTER, WRITING SAMPLE, AND RÉSUMÉ TO:

UnidosUS
Raul Yzaguirre Building
Attn: Laura Alfonso Baron
1126 16th Street NW, Suite 600
Washington, DC 20036
Email: lalfonso@unidosus.org

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education institute.