

NCLR *Líderes*

Call for Summit Staff

The *Líderes* Initiative of the National Council of La Raza (NCLR) — the largest national Hispanic civil rights and advocacy organization in the United States — seeks young leaders to help manage and lead the upcoming NCLR *Líderes* Summit in Chicago, Illinois from July 24–28, 2009. The *Líderes* Summit takes place in conjunction with the NCLR Annual Conference, held at the same location.

Summit Overview

The *Líderes* Summit brings together more than 450 students, youth leaders, and activists from community-based programs and campus-based organizations throughout the country. The program is open to all young people ages 14–25. Participants develop leadership and teamwork skills, share their experiences, explore ideas for community involvement and empowerment, and discuss issues that affect the Latino community. Summit participants build networking and mentorship skills and take part in the entire 2009 NCLR Annual Conference, which is attended by 25,000 people. Find additional information on the *Líderes* Summit and 2009 NCLR Annual Conference at <http://lideres.nclr.org>.

Staffing the *Líderes* Summit is a challenging but extremely rewarding endeavor. This is a learning experience where staff will learn to design and manage a national youth leadership conference. Serving as Summit staff requires commitment and dedication from all staff members. Due to the large number of activities during the relatively short duration of the Summit, staff members essentially work around the clock.

Qualifications

- Must be at least 18 years of age
- Should be high-energy, creative individuals who work well in teams
- Must have strong logistical, communication, and organizational skills
- Should have prior experience with youth development, youth training, and leadership development
- Must be responsible, personable, and feel comfortable working with youth
- Must be able to initiate dialogue and draw young people into conversations and activities
- Must be available during the entire work period beginning at 6:00 p.m. on Sunday, July 19 and ending at 5:00 p.m. on Wednesday, July 29 (training takes place from July 19–23)

*We encourage Summit staff to continue their involvement through the years, so preference will be given to applicants who have previously participated in the *Líderes* Summit or other NCLR youth leadership programs.*

Compensation

Each Summit staff member is provided shared lodging and all meals. Staff members are responsible for their travel expenses to and from the Conference location.

Responsibilities

Summit staff share in the overall management of the *Líderes* Summit, working independently and in groups on various aspects of the event. Summit staff members attend staff orientation and participate in program planning prior to the start of the *Líderes* Summit. During the program, staff member duties include:

- Managing registration
- Organizing the *Líderes* Talent Showcase
- Monitoring workshops and a Town Hall session
- Conducting evaluations
- Serving as liaisons to guest speakers and sponsors
- Managing the *Líderes* Contest
- Attending all main NCLR Conference events
- Staffing youth networking receptions
- Participating in media training, sponsor liaison training, and professional etiquette training

Staff members also fulfill additional onsite tasks as needed. In addition, staff members assist chaperones in ensuring the safety of the participants and enhancing their leadership development. Due to the nature of the work and the extended interaction with young people, staff members must conduct themselves in a professional manner *at all times*.

Pre-Summit Activities

Summit staff begin to prepare for the Summit months before the event. They plan Summit activities, assign tasks among staff, and conduct outreach for the Conference. Summit staff committees will be formed to divide the work. The staff will also hold regular conference calls from April through July 2009, so it is imperative that they regularly check email upon acceptance to the team.

Post-Summit Activities

Staff members must submit an article, testimonial, or video interview describing their Summit experience. Items may be posted on the *Líderes* website and used for future promotion of the Summit. A Summit evaluation form is also required from the staff. Staff must continue to check their email during the first three months after the Summit to respond to requests regarding information, testimonials, event summaries, contact information, and other Summit-related documents. Students will also be contacted with special opportunities from NCLR throughout the year.

Questions

Please contact Berenice Bonilla or Denise Pernick at (202) 785-1670 or leadership@nclr.org if you have questions about the application process.

Application Instructions

Please submit the following materials by mail, fax, or email no later than Friday, April 3, 2009. Regardless of preferred method of submission, **all applicants must notify bbonilla@nclr.org and copy dpernick@nclr.org about their application submission.** NCLR is not responsible for reviewing materials sent by applicants that did not send a separate email notification. **It is preferable to send all items in one packet, but letters of recommendation can be mailed separately if applicant notifies bbonilla@nclr.org with a copy to dpernick@nclr.org.**

(cont'd on p 3)

Please follow these instructions carefully. Your complete application should include the following:

1. Applicant résumé
2. Letter of interest, maximum of two pages describing:
 - Your interest in the program
 - Relevant experience
 - How you heard about the position
 - Whether or not you have attended the NCLR *Líderes* Summit and/or NCLR Annual Conference before
 - What and how you will contribute to the Summit staff team
 - What you want to gain from the experience
 - How you will work to help in Conference outreach and growth of the *Líderes* Network
 - Preferred committees (see attachment)
 - How you best express appreciation to your team members/supervisor and how your teammates/supervisor can best express their appreciation to you
3. Two letters of recommendation from academic or professional contacts
4. Clear headshot of good resolution for printing in the *Líderes* program book (please email picture)
5. Short bio (one paragraph)describing your hobbies, career goals, and previous experience with the *Líderes* Initiative. In the header of your bio please include your full name, hometown, and home state as you want it printed in the program book.
6. NCLR Internship Agreement (attached)
7. Photo Release Form (attached)
8. Emergency Contact Sheet (attached)

Submit application to:

National Council of La Raza
Attn: *Líderes* Summit STAFF
Raul Yzaguirre Building
1126 16th Street, NW
Washington, DC 20036

OR

Fax: (202) 776-1796

OR

Email: bbonilla@nclr.org **and** dpernick@nclr.org

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Call for Summit Staff Supplemental Form

NAME _____

HOMETOWN AND STATE _____

(As you want it to appear in the program book)

CURRENT MAILING ADDRESS _____

MAILING ADDRESS IN THE SPRING _____

(May–June 09)

PRIMARY PHONE NUMBER _____

(Cell)

SECONDARY PHONE NUMBER _____

(Home)

YOUR SHIRT SIZE _____

(S, M, L, XL, XXL)

CURRENT MAJOR/MINOR
OR AREA OF WORK _____

PROFESSIONAL GOALS _____

PERSONALITY STRENGTHS
AND SPECIAL TALENTS _____

*(Singing, dancing, public speaking,
translation, media experience)*

COMMITTEE PREFERENCES _____

*Please tell us what committee
would you like to serve on.*

STUDENT BIO _____

*Please write a five-sentence bio that
we can print in the program book.*