



POSITION ANNOUNCEMENT

POSITION: Affiliate Member Services Intern **OPEN:** Immediately
LOCATION: Washington, DC **CLOSED:** When filled
CONTACT: Candelaria Morales **COMPENSATION:** Unpaid,
transportation stipend available

BACKGROUND

The National Council of La Raza (NCLR)—the largest national Hispanic civil rights and advocacy organization in the United States—works to improve opportunities for Hispanic Americans. Through its network of nearly 300 affiliated community-based organizations, NCLR reaches millions of Hispanics each year in 41 states, Puerto Rico, and the District of Columbia. To achieve its mission, NCLR conducts applied research, policy analysis, and advocacy, providing a Latino perspective in five key areas—assets/investments, civil rights/immigration, education, employment and economic status, and health. In addition, it provides capacity-building assistance to its Affiliates who work at state and local levels to advance opportunities for individuals and families.

Founded in 1968, NCLR is a private, nonprofit, nonpartisan, tax-exempt organization headquartered in Washington, DC, serving all Hispanic subgroups in all regions of the country. It has state and regional offices in Chicago, Los Angeles, Miami, New York, Phoenix, and San Antonio.

The NCLR Affiliate Member Services (AMS) team facilitates collaborations among NCLR’s community-based Affiliate partners and its program and policy staff which support, complement, and advance Affiliates’ work on the ground to improve opportunities for Hispanic Americans.

Together, NCLR and its Affiliate Network represent a powerful force for positive change for Latinos in the U.S. By leveraging its national influence and Affiliates’ local expertise, NCLR achieves greater impact. The AMS team supports these efforts through membership management; communications and resource-sharing; trainings, convenings, and other activities to expand Affiliate knowledge; and nonprofit management and organizational capacity-building support.

In addition, AMS leads the organization’s Regional Strategy initiative, which seeks to bring more human and technical resources to Affiliates in the field; strengthen NCLR’s working relationship with Affiliates; and expand the reach of NCLR-Affiliate partnerships.

SUMMARY

Under the supervision of the Membership Specialist and Far West Region Liaison and as part of the AMS team, the Intern will work closely with the Director of AMS to support NCLR'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 AMS based on current needs, the Intern will also assume responsibility for outreach and support specifically for the Far West regions and Affiliation work. The Intern will support research, support the documentation of processes, database management, and various administrative tasks, including ordering office supplies, handling mail and shipments, planning events, and maintaining the Far West Affiliate database. The Intern may also work on projects to enhance the collective impact of NCLR'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.

NCLR seeks to host an Intern starting immediately with a commitment of at least 15 hours per week through the spring semester and with the potential to extend the position through the summer. The Intern must reside within commuting distance of Washington, DC; NCLR 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*, an electronic newsletter for Far West Affiliates
- 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

**SEND COVER LETTER, WRITING SAMPLE, AND RÉSUMÉ TO:
Candelaria Moralez @ cmoralez@nclr.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.