



STRONGER COMMUNITIES. STRONGER AMERICA.

## EVENTS AND MARKETING INTERNSHIP

**POSITION:** Events and Marketing Intern  
**LOCATION:** Washington, DC  
**SALARY:** Unpaid; travel stipend provided

**OPEN:** Immediately  
**CONTACT:** Maritza Santibáñez

### BACKGROUND

UnidosUS – formerly NCLR – is the largest national Latino civil rights and advocacy organization in the United States, seeks an Events and Marketing Intern for its Communications and Marketing department. This position provides support to the event programming and marketing team which oversees the execution of high-level events, including the UnidosUS Annual Conference and National Latino Family Expo®. The intern will provide support in the logistical planning and development of events and help assist in the creation of collateral materials to market events, speakers, and specific sessions and workshops.

Qualified candidates will have administrative, social media, and organizational skills, a working knowledge of current events and political news, as well as the ability to work cooperatively with all UnidosUS staff. This internship is a great experience for individuals interested in nonprofit work corresponding to political happenings in the U.S. government. This position is housed within the Communications and Marketing department and will report to the Director of Event Strategy and Programming who is based in Chicago, IL.

### RESPONSIBILITIES

- Work directly with Programming and Marketing teams and assist in planning, execution, and promotion of events.
- Provide general support in the logistical planning of UnidosUS's signature events.
- Assist in all aspects of event content deliverables, project plans, schedules, and reporting as needed.
- Research vendors, speakers, venues, and trends.
- Help develop promotional materials, training materials, and presentations.
- Organize event supplies and update event data.
- Perform additional duties as assigned.

### QUALIFICATIONS

- Strong writing skills.
- Strong sense of responsibility, self-motivation, and a proactive attitude.
- Problem-solving skills.
- Ability to work both independently and with a team.
- Familiarity with Microsoft programs (e.g., Word, PowerPoint, and Excel).
- Excellent organizational skills and attention to detail.

- Professional communication skills.
- Ability to work effectively under pressure.

**Please include “Events and Marketing Intern” in the subject line of your email.**

**SEND COVER LETTER AND RÉSUMÉ TO:**

UnidosUS

Raul Yzaguirre Building

**Attn:** Maritza Santibáñez

1126 16th Street, NW, Suite 600

Washington, DC 20036

**Email:** [msantibanez@unidosus.org](mailto:msantibanez@unidosus.org)

***No phone calls please!***

*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.*