



STRONGER COMMUNITIES. STRONGER AMERICA.

POSITION ANNOUNCEMENT

POSITION: Racial Equity Initiative Intern

OPEN: Immediately

LOCATION: Washington, DC/Remote

CLOSED: When filled

CONTACT: Viviana Lopez Green, Senior Director
Racial Equity Initiative

SALARY: Paid

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 community stronger. For more information on UnidosUS, visit www.unidosus.org or follow us on Facebook, Instagram, and Twitter.

SUMMARY

As part of UnidosUS's Strategic Impact Goals, and in light of the national debate on racism and structural inequality, UnidosUS is accelerating efforts to define and drive an accurate understanding of Latinos and their contributions to U.S. society. This role will support efforts to develop and articulate a "Latino lens" within current and future public discussion on racial equity/racial justice, including the Black Lives Matter movement.

This position will help document how Latinos have been impacted by many manifestations of structural racism shaped by more than a century of policy decisions and practices.

The Intern will have the opportunity to gain valuable experience by working alongside the Racial Equity Initiative Senior Director and the Racial Equity Internal Working Group. This internship is open to undergraduate and graduate students who have a familiarity with and deep interest in racial justice and equity, civil rights, and Latino issues, ideally with experience.

RESPONSIBILITIES

- Conducting research and literature reviews summarizing key information.
- Creating and maintaining repository and e-files of relevant documents and literature.
- Preparing and coordinating regular internal working meetings, calendar, and special events, such as briefings, town halls, and convenings and preparing summaries.
- Drafting, editing, and summarizing brief policy documents, including background documents, fact sheets, issue briefs, blog posts, articles, op-eds, and other materials for external and internal meetings and communications efforts.
- Attending webinars and conference calls and preparing summaries.
- Engaging in policy work related to racial equity.
- Other duties as assigned.

EXPERIENCE AND QUALIFICATIONS

- All majors are encouraged to apply, but a strong interest in advocacy, public policy, communications, and writing is required.
- Strong research skills and the ability to analyze and report/summarize policy issues.
- Excellent writing and communication skills.
- Proficiency in Microsoft Office Suite, and conducting internet research.
- The initiative to see projects through to completion.
- Ability to handle multiple projects and meet deadlines in a fast-paced working environment.
- The ideal candidate is independent, detail-oriented, and highly organized.
- A commitment to civil liberties, civil rights and racial justice.
- Commitment to the mission of UnidosUS.
- Bilingual written and verbal ability (Spanish/English) preferred, but not required.
- Responsible and professional work ethic.
- **Reliable, dependable, and able to commit to at least 20 hours per week for at least three months.**
- Commitment to work collaboratively and respectfully toward advancing racial equity work.

**SEND COVER LETTER, WRITING SAMPLE, AND RÉSUMÉ TO:
Viviana Lopez Green, vgreen@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.*