Program Management Internship

The League of United Latin American Citizens (LULAC) is looking for a proactive and enthusiastic undergraduate or graduate student to join our team as a Program Management Intern. This is a strong fit for someone who cares about education equity, healthcare access, youth leadership development, and community based programs. The intern will get real hands on experience supporting and managing a wide range of programs and special events. The role also includes assisting with program monitoring and reporting to help track progress, identify challenges, and ensure strong outcomes for the communities we serve.

Key Details

- Commit a minimum of 30 hours per week for 10-16 weeks, with flexible scheduling options
- Please note that since these are unpaid, students will be required to secure either academic credit from their institution and/or an outside stipend
- The LULAC National Institute is based at 1150 18th Street NW in Washington, DC, with limited remote work permitted upon supervisor approval

Education Requirements

- Must be enrolled in a college or university during the internship
- Open to junior or senior undergraduate students [Minimum GPA of 3.0]
  - Preferred Majors: Nonprofit Management, Project Management, Grant Management, Communications, Sociology
- Open to first- or second-year graduate students

Skills and Abilities

- Strong critical thinking, research, and organizational abilities
- Ability to work both independently and as part of a team
- Excellent oral and written communication skills

Core Roles and Responsibilities

- Support the programs team in collecting and analyzing program data
- Contribute to research and writing for LULAC News, one of the longest running Latino publications in continuous circulation since 1931
- Aid in organizing and executing special events as needed
- Use graphic design skills to create handouts and other program materials
- Research internal strengths and identify opportunities for program improvement