



LEAGUE *of* UNITED  
LATIN AMERICAN  
CITIZENS

**Remote  
Internship**



# Program Management Coordinator

## **Organization Background:**

The League of United Latin American Citizens was founded in 1929. LULAC is the oldest and largest member based organization in the United States. Our mission is to advance the economic condition, educational attainment, political influence, housing, health and civil rights of the Latino Population in the United States and Puerto Rico. LULAC empowers Latino families through advocacy and direct service programs in 35 states, the District of Columbia and Puerto Rico. Annually, LULAC engages its network of 135,000 community volunteers organized into over 1,000 councils, 68 community technology centers and 18 LULAC National Educational Service Centers (LNESEC) in community programs in civic engagement, civil rights, economic empowerment, education, health, housing, immigration, public policy and technology.

## **Qualifications:**

LULAC is seeking a confident, selfstarter undergraduate student interested in education, health, youth leadership development, and / or community development programs. Candidate must have excellent oral and written communication, research, and organizational skills. Also, assist with the management of a variety of programs and special events. Willing to work independently and with a team.

Interns are expected to dedicate a minimum of 26 hours a week for 8 – 10 weeks. Flexible schedules permitted. Must have computer and Internet access.

**Responsibilities:**

- Assist the programs team with collecting and analyzing program data;
- Assist with website and social media updates;
- Assist in the research and writing program articles for LULAC National News Magazine and other publications as necessary;
- Assist with special events as needed;
- Develop and update quarterly reports,
- Review and edit annual reports;

**Education:**

- Junior or Senior in College
- Minimum 3.0 GPA
- Major
  - Nonprofit Management
  - Project Manager
  - Grant Management

**How to Apply:**

Please visit [www.lulac.org/internships](http://www.lulac.org/internships). Send resume, writing sample, and cover letter expressing interest in the position to [internships@LULAC.org](mailto:internships@LULAC.org). Please include “Program Management Internship” in your email subject line.



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[www.LULAC.org](http://www.LULAC.org) / @LULAC