



POSITION TITLE: Multicultural Leadership Academy (MLA) Intern
DEPARTMENT: Civic Engagement
REPORTS TO: MLA Program Coordinator
STATUS: Part-time (10-15 hours/week)
COMPENSATION: \$14/hour

The mission of the Latino Policy Forum is to build the power, influence, and leadership of the Latino community through collective action to transform public policies that ensure the well-being of its community and society as a whole. Through advocacy and analysis, the Forum builds a foundation for equity, justice and economic prosperity for the Latino community. By catalyzing policy change, the Forum works to improve education outcomes, advocate for affordable housing, promote just immigration policies and strengthen community leadership.

Basic function: The MLA Intern will provide direct program support for the Multicultural Leadership Academy and all its stated program objectives and program requirements.

Major responsibilities:

- Assist MLA coordinator with virtual training and networking events for Academy alumni
- Provide follow up and on-going communication with program participants and alums on trends, program activities, and updates.
- Assist with the development of up-to-date and relevant resources and materials related to leadership development, racial equity, social justice, African American, Afro-Latino and Latino leadership and coalition building between these communities.
- Document and promote workshop content through strategic communications and note-taking.
- Assist with writing program reports on the impact of the Academy on alumni.
- Launch and manage an on-line Academy community to encourage alumni engagement and provide resources.
- Assist with development of survey for Alumni to create an alumni directory; update the new database.
- Participate in virtual meetings with outside stakeholders, trainers, consultants and others as it relates to the development of the Academy and its design.
- Assist Civic Engagement team with other tasks as needed.

Qualifications:

- Undergraduate student in social work, public policy, or related field preferred.
- Previous experience or interest in African American, Afro-Latino and Latino leadership and community development
- Self-starter, flexible and able to manage multiple tasks
- Ability to manage and respond to needs of diverse individuals and communities
- Demonstrated oral and written communication skills
- Basic understanding of social media applications
- Proficient in Microsoft Office (including PowerPoint, Excel and Word)

Please send a **cover letter** and **resume to** Fanny López Benítez, Civic Engagement Manager at flopezbenitez@latinopolicyforum.org.

The Forum is an Equal Opportunity Employer that values and actively seeks diversity in its workforce. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender identity, sexual orientation, national origin, status as an individual with disability, age, protected veteran status, or any other status protected by law. POC are highly encouraged to apply.