



**Civic Engagement Intern
Latino Community Foundation**
February – June 2019

Are you ready to learn, grow, and work in a dynamic, fun, innovative Foundation committed to social change? Are you willing to be challenged and be on the cutting edge of a new model for philanthropy, advocacy, and community engagement? Are you looking to dig deeper, have an impact, be inspired and inspire others? Then consider this opportunity the right one for you!

ABOUT THE LATINO COMMUNITY FOUNDATION (LCF)

The Latino Community Foundation (LCF) exists to unleash the power of Latinos in California. We fulfill our mission by building a movement of civically engaged philanthropic leaders, investing in Latino-led organizations, and increasing political participation of Latinos in California. LCF is at a pivotal stage in its growth and is actively expanding its programs across the state. LCF is working to scale the largest network of civically engaged Latino philanthropists, and build the California Latino Agenda to advance policies that will ensure families and youth have equal opportunities to reach their fullest potential.

ABOUT THE INTERNSHIP

One of LCF's central pillars is to build civic and political power for Latinos in California. The ultimate purpose is to strengthen California's democracy and create a more inclusive economy. Latinos make up the largest ethnic group in the state and the largest voting bloc of Latinos in the country. LCF serves as a convener, influencer, and grantmaker to leverage the power of Latinos—to advance a more just and equitable California. 2019 is a consequential year as we pave a path forward towards an accurate 2020 Census and the Presidential Election. For this reason, LCF will prioritize organizing, mobilizing, and strengthening California's Latino leadership, our youth, families, and communities.

The **Civic Engagement Internship** will provide talented Latino leaders an opportunity to build their skills on the frontlines of social change. The Intern will have the opportunity to explore the nexus of philanthropy, nonprofit advocacy, and social impact. Specifically, the Intern will 1) learn about philanthropy's role in policy advocacy; and 2) obtain first-hand experience at a grantmaking institution advocating for solutions that have tangible, enduring impact on Latino children and families. Consistent with LCF's values of trust, hope, and leading from a place of strength, the Intern will be a part of historic effort to change the Latino narrative by mobilizing Latino civic engagement during a critical moment in our Nation's history.

The Intern will report to the Policy Director. The Intern will be employed over a five-month period (expected dates February 1st- June 30th) and would work between 15-20 hours/week. **This is a paid-internship.**

KEY RESPONSIBILITIES:

Working with the Policy Director, the Civic Engagement Intern will:

- Support Community Conversaciones Speaker Series event planning and execution;
- Lead key logistics and planning for 2019 LCF Policy Summit

- Develop internal stakeholder strategy (Latino Giving Circle Network and community partners) in preparation for the 2020 Presidential Election
- Monitor developments on the 2020 Census and produce fact sheets/blogs on why the census matters for Latinos across regions, issues and sectors;
- Research data and statewide policies impacting Latino families and help inform internal and external audiences;
- Support communication efforts through social media by creating and identifying relevant research and sharing LCF grantee impact;
- Research grants and other funding opportunities to expand our work; and
- Other opportunities to support the impact of the policy work

QUALIFICATIONS:

- Deep knowledge and interest in building power in Latino communities;
- Strong research and writing skills;
- Bilingual is a big plus;
- Experience with event planning is preferred;
- Background in civic engagement, community organizing, policy advocacy, and Latino issues;
- Undergraduate or Graduate Students are welcome to apply
- Fun and ready to advance LCF's mission

TO APPLY:

Please email resume and a cover letter explaining why you are the right fit for this unique five-month opportunity to Christian Arana, Policy Director at carana@latinocf.org.

The Latino Community Foundation (LCF) is proud to be an Equal Opportunity Employer. Employment with LCF is based solely on qualifications and competence for a particular position, without regard to race, color, ethnic or national origin, age, religion, creed, gender, sexual orientation, disability, or marital, military. We strongly encourage people of diverse backgrounds to apply.