



2008 SUMMER INTERNSHIP

The National Council of La Raza (NCLR) Puerto Rico office is seeking a graduate or a senior undergraduate student (with at least a 3.4 GPA) interested in gaining professional experience at a national nonprofit organization by collaborating in the following areas:

- Health-related research
- Child-related research
- Event coordination
- Media relations
- Administrative and programmatic support

This is a great opportunity for a student majoring in public health, public administration, social sciences (sociology, psychology, political sciences, and social work), education, communications, or other related fields.

This is a volunteer internship with a work time requirement of 20 hours per week for three months (May 19 – August 8, 2008) and a paid business travel requirement in July for the NCLR Annual Conference

The candidate should have strong computer skills and a thorough command of the English language, both written and spoken. Experience with word processing (Word), spreadsheet (Excel), and presentation (PowerPoint) applications, as well as Internet proficiency, is essential. Basic knowledge of Microsoft Outlook is also necessary. In addition, the candidate should possess the ability to work independently, the flexibility to handle multiple tasks, and be available for travel within the United States. Previous office experience is preferred.

Interested candidates should send a curriculum vitae/résumé, including three references, and a cover letter explaining your interest in this opportunity to NCLR Puerto Rico Office, 654 Muñoz Rivera Avenue, Suite 1003, San Juan, PR 00918-4130 or to nclr-pr@nclr.org. Application materials must be received before May 9, 2008. **NO PHONE CALLS OR FAXES PLEASE.** Only individuals selected for an interview will be contacted.

The National Council of La Raza (NCLR) – the largest national Hispanic civil rights and advocacy organization in the United States – works to improve opportunities for Hispanic Americans. Through its network of nearly 300 affiliated community-based organizations (CBOs), NCLR reaches millions of Hispanics each year in 41 states, Puerto Rico, and the District of Columbia. To achieve its mission, NCLR conducts applied research, policy analysis, and advocacy, providing a Latino perspective in five key areas – assets/investments, civil rights/immigration, education, employment and economic status, and health. In addition, it provides capacity-building assistance to its Affiliates who work at the state and local level to advance opportunities for individuals and families. For more information, please visit www.nclr.org.