



Program Management Internship

General Information:

LULAC is seeking a proactive and enthusiastic undergraduate student to join our team as a Program Management Intern. This role is ideal for individuals interested in education, health, youth leadership development, and community programs. The intern will gain hands-on experience in managing and supporting a range of programs and special events while working closely with our dedicated team.

Internship Details:

- Commitment: Minimum of 26 hours per week for 8-10 weeks, with flexible scheduling options.
- Location: Based at the LULAC National Office, 1776 I Street NW, Washington, D.C., with minimal remote work opportunities.

Core Roles and Responsibilities:

- Support the programs team in collecting and analyzing program data.
- Assist with updating the website, communication channels, and social media platforms.
- Contribute to research and writing for *LULAC News*, one of the longest-running Latino publications, continuously in circulation since 1931.
- Aid in organizing and executing special events as required.
- Develop and maintain quarterly program reports.



- Research internal strengths and identify opportunities for program improvement.
- Review and edit annual reports.

Requirements:

Education:

- Preferably a junior or senior in college/university.
- Minimum GPA of 3.0.
- Preferred Majors: Nonprofit Management, Project Management, Grant Management, Communications, Sociology.

Skills and Abilities:

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