



Job Description

About NHCSL:

The National Hispanic Caucus of State Legislators (NHCSL) is a non-profit, nonpartisan 501 (c) (3) organization representing the interests of Hispanic state legislators from all states, commonwealths, and territories of the United States. Our mission is to serve as a catalyst for joint action on issues of common concern to all segments of the Hispanic community; a forum for information exchange and member networking; an institute for leadership training; a liaison with sister U.S. Hispanic organizations throughout the country; a promoter of public/private partnerships with business and labor; and a partner with Hispanic state or provincial legislators and their associations representing Central and South America

Position: Graduate Intern

Our ideal graduate candidate must possess prior experience or strong interest in any of the following areas: political science, public policy, public communications and public affairs. The intern will primarily support NHCSL with ongoing projects and must have solid research, analytical, writing, editing and proofing skills and the ability to prioritize and function efficiently in a fast-paced, deadline-driven environment. The applicant must be fully bilingual in English and Spanish, have excellent command of the Microsoft Office Suite (Word, Excel & Power Point) and Internet research tools. In addition the student must have good interpersonal attributes and excellent phone etiquette.

Requirements:

As an intern you will be responsible for:

- Tracking and analyzing related news, identifying key public policy issues and suggesting possible new business opportunities;
- Assisting in the research and writing of new business proposals, Task Force specific agendas and articles for NHCSL's newsletter;
- Assisting in the preparation of legislative reports, such as for outside speaking engagements, articles, updated bills etc.;
- Conducting research for caucus' projects and new business development matters;
- Drafting memoranda summarizing research findings and providing basic recommendations;
- Reporting on congressional updates on pending legislation

- Assisting with the planning and coordination of board meetings and NHCSL Annual Summit; and
- Translating documents from English to Spanish as requested.

This internship is unpaid and therefore requires the individual to earn school credit for the internship. We require at least 20 hours a week and can be flexible for more time if desired by the student.

This position provides a terrific opportunity for the intern to get first-hand experience on political issues and political affairs in Washington, D.C. In addition, he/she will be able to take advantage of many after hour events and activities that can expose him/her to top political officials.

NHCSL is an Equal Opportunity Employer, EEO

For more information visit www.nhcsl.org