



## Job Description

### Undergraduate Intern Role and Responsibilities:

The National Hispanic Caucus of State Legislators (NHCSL) is a nonpartisan organization representing the interests of Hispanic state legislators from all states, commonwealths, and territories of the United States. NHCSL is a catalyst for joint action on issues of common concern to all segments of the Hispanic community. We are located in the Hall of States building at 444 North Capitol Street, NW Suite 404 (corner of E and North Capitol Street) NW directly across from Union Station and the Capitol.

Our ideal 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 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. Must be fully bilingual in English and Spanish.

Responsibilities include but are not limited to: gathering data for special projects, preparing reports on project activities, reading and routing mail, preparing responses for supervisor, answering telephone inquiries, office supply management and record keeping. Additionally, the intern may be asked to contribute to the planning of our board meetings and NHCSL National Summit and other grant projects events.

This internship is unpaid and therefore requires the individual to earn school credit for the internship. We require at least 32 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](http://www.nhcsl.org)