



MISSION: *To be the premier leadership development, public policy, and research center dedicated to strengthening Colorado's Latino community.*

CLLARO INTERNSHIP APPLICATION

Operations and Development Internship

CLLARO is committed to the Latino community leading a collaborative effort to move the state of Colorado toward a future with no disparities in education, health, economic status, decision-making or leadership in both the public and private sectors.

We are seeking Interns to support CLLARO's mission and vision within the **Operations and Development** unit. Interested applicants should have excellent writing skills and knowledge of accounting. A basic knowledge of government and Latino Community issues is preferred.

This Position reports to: The Operations and Development Manager.

Overall Function: An Operations and Development Intern is responsible for supporting staff by helping with accounting, reports and data analysis. Additional responsibilities may include supporting diverse constituency engagement activities and special events organization, drafting blog posts and talking points, and developing special reports, info-graphics and other communications assets.

Key Responsibilities and Specific duties may include, but are not limited to:

- Quantitative data analysis.
- Writing reports.
- Writing and editing content for team members' CLLARO blogs.
- Conducting Grant research.
- Coordinating and executing special projects as assigned.

Qualifications/Skills and Knowledge Requirements:

- Strong analytic and mathematical skills.
- Must be well-organized, self-motivated, detail-oriented and proficient in the use of standard office equipment and computer software (i.e. all MS Office applications).
- Ability to stay organized, meet deadlines, prioritize and maintain a pro-active attitude.

Location: 309 West First Avenue, Denver CO 80223

Term: This is a part-time internship (up to 20 hours per week). Hours per week and schedule are negotiable to meet the needs of the intern. Internships are unpaid but students are encouraged to seek course credit through their academic institutions.

Application: Applications are available at <http://cllaro.org/Resources/Documents/Intern%20Application-CLLARO.pdf>. Interested applicants should email their resume, cover letter, and a completed application form to cllaro@cllaro.org.

Please indicate in your cover letter why this Internship would be a good fit for your interests and background. Applications will be reviewed on a rolling basis as they are received.