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

CLLARO INTERNSHIP APPLICATION

Policy and Research 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.

This Position reports to: The Executive Director

Overall Function: Policy and Research Interns will assist the Executive Director in researching issues important to the Latino community. This research will provide the basis for reports, briefing papers, corporate profiles, and articles for the general public, media, nonprofits, elected officials and government agencies.

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

- Fact-checking publications.
- Assisting or leading data collection, synthesis and analysis.
- Assisting in media outreach.
- Producing printed and online materials such as action alerts, newsletters, and social media content.
- Attending or staffing meetings or legislative sessions.
- Working occasional evenings and weekends.
- Traveling to offsite offices, which would be coordinated in advance.

Qualifications/Skills and Knowledge Requirements:

- Strong verbal and written communication and time management skills.
- Ability and desire to work independently on research tasks.
- Experience in academic research is a plus.
- Experience in any of the following is a plus: immigration reform, state level politics, k-12 education, education finance, economics, political science, health care policy, public health, law.
- Bilingual English-Spanish is a plus.

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.