



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

CLLARO INTERNSHIP APPLICATION

Program 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: Program Interns will assist CLLARO's Executive Director in coordinating three programs aimed at developing skilled community leaders in Colorado: the Capitol Fellows Program, the Community Leadership Training Program, and the Civic Engagement Training Program.

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

- Assisting with preparation for program events and trainings prior to and on the day of events and trainings.
- Supporting the planning of upcoming specialized program and CLLARO events.
- Supporting the recruitment of participants for CLLARO events and trainings.
- Supporting the Interview process for CLLARO's leadership programs.
- Coordinating and corresponding with CLLARO's leadership program participants.
- Tracking progress and successes of CLLARO's events and leadership programs to be shared through CLLARO's website, newsletter, and social media sites.
- Training on CLLARO messaging and supporting social media content.
- 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 as part of a team.
- 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.