



2018 - 2019 COMMUNICATIONS INTERNSHIPS

LOS ANGELES NATIONAL HEADQUARTERS

Founded in 1968, the Mexican American Legal Defense and Educational Fund (MALDEF) is the nation's leading, nonprofit Latino civil rights organization. MALDEF is dedicated to protecting and promoting the civil rights of the more than 40 million Latinos living across the United States through advocacy, community education, and litigation. MALDEF currently focuses its efforts in the following program areas: education, employment, immigrants' rights, political access, and public resources equity. We are seeking **Communications Interns** who are interested in civil rights and/or possess a curiosity for the issues.

- QUALIFICATIONS:** An interest in civil rights and current events. Multi-media experience and bilingual capabilities are helpful. Must be computer and social media savvy, enjoy writing, and be willing to work as a part of a team under tight deadlines and quickly shifting priorities.
- JOB DUTIES:** Communications interns perform research; assist in the building of media data bank; draft press releases, social media posts, and news stories; attend meetings; provide clerical support to the communications department senior staff.
- DURATION:** Summer: 10 weeks, 20 hours per week (Can vary depending on fellowship or work-study guidelines)
Fall/Winter/Spring: 1 semester/quarter, 15 hours per week.
- COMPENSATION:** Unpaid. Interested applicants should apply for fellowships or work study funds through their school.
- TO APPLY:** Send cover letter, résumé, and 3 to 5 page writing sample by email to: jobs@maldef.org
Please include the following in the subject line of your email: **Your Name – LA Summer 2018 Communications Intern**
Attachments should be in .doc, docx, .rtf, .txt or .pdf format
Incomplete applications will not be considered.
- DEADLINE:** Summer internship applicants must submit materials by no later than **March 1, 2018**. Internships filled on a rolling basis. Early applicants receive first consideration. A limited number of positions are available.
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