



2019 - 2020 DEVELOPMENT 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 **Development Interns** who are interested in a career in nonprofit work and wish to obtain hands-on experience in fundraising support.

QUALIFICATIONS: An interest in fundraising support and Latino civil rights. Data entry and/or database experience is helpful. Knowledge of Raisers' Edge is a plus. Must be computer savvy, detail-oriented, an excellent typist, good with numbers, and willing to work as a part of a team. A professional demeanor with excellent verbal communication skills is required. The ability to communicate effectively in Spanish is desirable.

JOB DUTIES: Development interns provide assistance through a variety of clerical tasks including data entry, customer service, assisting with special events. May also be called upon to provide clerical support to the development department staff.

DURATION: Fall/Winter/Spring: 1 semester/quarter, 15 hours per week.
Summer: 10 weeks, 20 hours per week (Can vary depending on fellowship or work-study guidelines)

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 2019 Development 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, 2019**. Internships filled on a rolling basis. Early applicants receive first consideration. A limited number of positions are available.

MALDEF is an Equal Opportunity Employer.
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