



SALUD • DIGNIDAD • JUSTICIA

National Organizing & Advocacy Intern Job Description

Organizational Description: Founded in 1994, the National Latina Institute for Reproductive Justice (Latina Institute) builds Latina/x power to fight for the fundamental human right to reproductive health, dignity, and justice. We center and elevate Latina/x voices, mobilize our communities, transform the cultural narrative, and drive policy change. We amplify the grassroots power and thought leadership of Latinas/xs across the country to fuel a larger reproductive justice movement.

Position Description: The Latina Institute seeks a committed, experienced individual who is passionate about Latina/x issues to support our work to build a national base of activists. The Community Mobilization department builds the power of Latina/xs throughout the country through deep community organizing, civic engagement and leadership development to create mechanisms for Latina/xs to influence public policy and build community support for reproductive justice.

The National Organizing and Advocacy Intern will assist with the day-to-day workflow of our ongoing campaign and power building work. We are looking for a committed individual who is passionate about organizing to elevate Latina/x power in our communities, who has some campaign experience, is highly motivated, and able to work well in a fast-paced environment.

This National Organizing and Advocacy Intern will report to the Senior Director of Community Engagement Programs.

Location: Remote

Employee Status: Temporary/Part-Time, Non-Exempt, 20 hours per week
Flexible schedule of 20 hours per week, typically Monday through Friday, but this may be subject to change depending on program needs.

Responsibilities include (but are not limited to):

- Support our advocacy and organizing planning of the national base building efforts by:
 - Helping to coordinate and execute national virtual events.
 - Conduct 1:1's of participants in our campaign and community outreach.
 - Use and log information into our database.
 - Assist with assessment and evaluation phase of campaign work.
 - Help conduct research of issue areas related to Latina Institute campaigns.
 - Help coordinate and attend strategy meetings and assist with notetaking and scheduling.
- Must be able to work some evenings and weekends.

- Other duties as assigned.

What You Will Need to Be Successful:

- Well-organized, detail-oriented, and self-motivated.
- Prior campaign experience preferred.
- Strong written and interpersonal, communication, and relationship-building skills.
- Bilingual proficiency: English/Spanish is a plus.
- Ability to work well individually and as part of a team.
- Comfort with Microsoft Office applications, web searches, email, and computers.
- Knowledge of data collection databases such as EveryAction or Salesforce.
- Ability to multitask and meet deadlines.
- Positive attitude and has fun while working efficiently.
- A passion for civic engagement, politics, or social change.
- Ability to connect with people of varying backgrounds.
- Self-starter, detail-oriented, and adaptive personality.
- Strong time management skills.

Salary: \$20 per hour

Benefits: This role is not eligible to participate in benefits, including but not limited to health/vision/dental insurance, 401(k) benefits, PTO and unemployment insurance.

Application Procedure: Please send your resume and cover letter via e-mail to humanresources@latinainstitute.org. Please include in the subject line: **Applicant – National Organizing and Advocacy Intern**

National Latina Institute for Reproductive Justice is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We do not discriminate in employment opportunities or practices on the basis of actual or perceived race, color, religion, national origin, sex (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member status, disability or any other characteristic protected by law. Women, people of color, including bilingual and bicultural individuals, LGBTQ+ persons, and people with disabilities are encouraged to apply.