

# Application

## NaLEC's Internship Program

Thank you for your interest in the National Latino Evangelical Coalition's (NaLEC) Internship Program. This year-long program combines work placements in our nonprofit office in NYC or regional locations with an opportunity to contribute your efforts to this mission - while benefiting from opportunities for supervised learning, personal development, and work experience.

We actively seek diversity among our interns and encourage participation from students, people making career changes, and professionals who are retired or on sabbatical.

### Placement

Applicants are matched to specific jobs on the basis of their background, skills, and interests as well as the needs of the organization. One-month internships are also available for students who need to fulfill field placement requirements.

### Opportunities for interns

Intern positions are available in the following departments: Administration, Church Relations, Communications, Development and Member Services, Government Relations, Grassroots Organizing, and NaLEC's Advocacy Institute. Each position is designed to provide information on public policy and the legislative process and to sharpen professional and organizational skills.

### What will you do?

Here are some possibilities, depending on the department where you work. Positions may change depending on need:

- Attending hearings on Capitol Hill
- Conducting outreach and promotional efforts to churches
- Responding to inquiries about NaLEC
- Helping organize local chapters, campus groups, and statewide networks
- Organizing conferences and field work and nurturing grassroots volunteer leadership
- Helping with mass mailings and phone calls
- Developing and maintaining relations with the media
- Maintaining accurate membership records
- Assisting with research and writing
- Assisting with technological mediated tools (social media, newsletters, etc.)
- Attending bi-weekly teleconference mentorship meetings with the President & CEO

- Participating in educational seminars with National Partner Organizations

### What Does NaLEC Provide?

- **Training and Supervision:** Intern supervisors provide orientation and ongoing training in the responsibilities of your position and general procedures. Additional orientation includes the history of NaLEC, NaLECs Advocacy Institute, connections with our national partner organizations, and an overview of the current issues and legislative agenda.
- **Compensation:** All interns are responsible for supporting themselves through their own resources for the duration of their internships. NaLEC may reimburse, via advance request, a percentage of transportation costs for travel to and from - when trips are necessary.
- **Academic credit:** Many colleges and universities will award credit for NaLEC's internships. Please let us know right away if you need help arranging for credit.
- **Housing Information:** Interns are responsible for securing their own housing.

### Application Qualifications

The program is open to anyone 21 years or older who has a Social Security number. Interns must commit to serve the entire program year: March 1<sup>st</sup> through the end of February.

### How to apply

Applications will be accepted until January 31<sup>st</sup> of every year. Notification of acceptance will begin mid-February. The selection process includes review of your application by several staff members, a telephone interview, and an offer of a specific position in the program.

Only completed application packets will be considered. The application has four parts:

1. Individual application
2. Personal Essay
3. Resume (cover letter is not needed)
4. Three (3) Recommendation Forms: peer reference, clergy/faith leader reference, and employer reference

Send completed application materials via: email ([InternProgram@nalec.org](mailto:InternProgram@nalec.org)).

### Who is NaLEC?

NaLEC is a coalition which seeks to respond to a real need for Latino and Latina Evangelical voices committed to the common good and justice in the public sphere. We are a national coalition with the

objective of educating from a common good Latino-Evangelical perspective in the public sphere because we believe that it can increase the probability of the enactments for just legislations. We seek to do this by promoting and amplifying the voices of this growing constituency. The aim is to both provide alternative voices to the existing partisan voices and to create national awareness about the growing number of Latino Evangelicals who are not captive to partisan politics. The NaLEC initiatives can provide a platform for this growing and often unheard demographic

**NaLEC's main objectives include:**

- Building a national coalition and movement of Hispanic Evangelicals that will educate their constituencies around public policy issues that contribute to the common good.
- Providing established and promising Hispanic Evangelical leaders an access-ramp to a public policy education.
- Increasing the number of voices that educate for solutions to some of the most intractable national challenges facing Hispanic communities.
- Provide an alternative perspective to a monolithic understanding of Hispanic/Latino Evangelicals.
- Fostering a global partnership with well-respected Common Good organizations in ways that are consistent with the NaLEC's strategic plan of education to the church
- Our Campaign Foci are called: The P.I.E. Initiatives
  - Poverty - Impact on Poverty and Hunger among U.S. under-served communities
  - Immigration Reform
  - Educational Equity - Educate around common sense education reform.

Further information may be found at [www.nalec.org](http://www.nalec.org)

**Thank you for your interest in the NaLEC's Internship Program!**





## I. INDIVIDUAL APPLICATION FORM

Full Name:

Age:

Birthdate:

Permanent Street Address:

Country:

E-Mail Address:

Phone:

Citizenship (applicants need a SSN to apply):

Denominational Affiliation:

Marital Status:

*Please answer each question as honestly as possible. Content is more important than style.*

### Life and Faith

1. How long have you been following the NaLEC, and in what ways? How did you hear about the Internship Program?
2. In what church tradition were you raised, if any? What are your current church experiences?
3. What spiritual disciplines do you practice and why?
4. Please describe your race/ethnicity and why it is important to you. What is your experience with cross-cultural relationships and interactions?
5. Have you ever been convicted of a crime? If yes, explain the nature of the offense(s) and type(s) of rehabilitation.
6. Within the last few years, what four books, people, music, movies, works of art, and/or publications have most affected you? Please list them and provide a **brief** explanation.

## Community

1. Describe the neighborhood(s) in which you grew up. What urban experiences have you had, and what expectations do you have about the U.S. Government?
2. How do you respond to stressful situations?
3. How do you resolve interpersonal conflict?

## Work and Mission

1. What are your vocational goals for the next five to 10 years?
2. What are your expectations from NaLECs work placement?
3. Are there population groups or issues that are of particular interest to you? Please explain.
4. What is your most successful work style? What information would be helpful for your supervisor to know regarding your work habits?
5. Reflect on your strengths and weaknesses. What are you best at? What are you working to improve?

## Intern Work Placements

Interns are placed in specific roles and departments depending on organizational needs and skill sets. We offer two tracks of positions: nonprofit management and program development. A specific position will be offered as part of your acceptance into the program; however, additional duties may be assigned.

### Nonprofit Management Track

- Project Management Assistant
- Administration
- Church & Partnership Relations Assistant
- Donor Services Assistant
- Development & Member Services Assistant
- Public Relations Assistant
- Research Assistant
- Photography, Graphics and Video Assistant

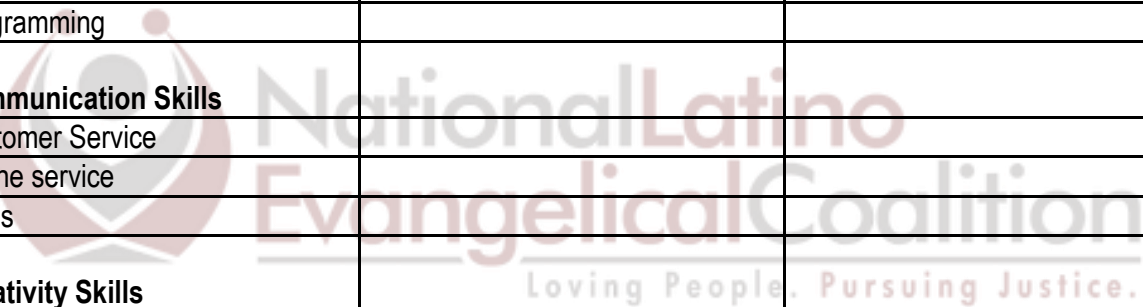
### Program Development Track

- Communications Assistant
- Campaigns Assistant
- Grassroots Mobilizing Assistant
- Editorial Assistant
- Online Assistant

## Skill Assessment

NaLECs day-to-day ministry requires a wide variety of skills and gifts. Intern work placements are integral to the functioning of the organization and many require specific skills. Please fill-in the following skill grid to help us gauge what position might be the best fit for you.

<b>Skill</b>	<b>Level of Proficiency</b> <i>(Novice, intermediate, advanced)</i>	<b>Further Details/</b> <b>Description</b>
<b><u>Computer Skills</u></b>		
Typing	WPM:	
Database experience (list)	Names:	
Programming		
Web Design		
Microsoft OS		
Excel		
Excel		
Programming		
<b><u>Communication Skills</u></b>		
Customer Service		
Phone service		
Sales		
<b><u>Creativity Skills</u></b>		
Photography		
Graphics		
Video		
<b><u>Language(s)</u></b>		
<b><u>Writing</u></b>		
<b><u>Editing</u></b>		
<b><u>Administration</u></b>		
<b><u>Event Planning</u></b>		
<b><u>Hospitality</u></b>		
<b><u>Community Organizing</u></b>		
<b><u>Online Organizing</u></b>		
<b><u>Other Skills</u></b>		



## Position Descriptions & Preferences

Please indicate your departmental preferences by ranking them below. Use #1 as your top choice all the way thru #13 as your last choice.

# _____	<p><b>Project Management Assistant</b> Works with internal and external parties to organize the various components needed to initiate, run and conclude major events. Strong organizational skills. Attention to detail.</p>
# _____	<p><b>Administration</b> Performs administrative and office support tasks for multiple supervisors. Duties may include fielding calls, word processing, and e-filing. Extensive software skills are required, as well as internet research abilities and strong communications skills. Data input &amp; management.</p>
# _____	<p><b>Church &amp; Partnership Relations</b> Will create an effective recruitment campaign for the “buy-in” of Latino Evangelical churches and denominations. Recruitment campaign will provide a critical foundation for all other communication and outreach efforts. Must be sensitive to the variety of church doctrinal and cultural distinctive. Strong written and oral communications and organizational skills. Must drive and be flexible to regularly work evenings and weekends. Requires training by President and Executive Team on “selling” the vision and getting buy-in.</p>
# _____	<p><b>Donor Services Assistant</b> Will work in church based and mission fundraising; creating curriculum for NaLEC Sunday; recruiting and coordinating with project assistant’s NaLEC Sunday’s with over 3,000 churches.</p>
# _____	<p><b>Development &amp; Member Services</b> This position will implement membership process and will serve the membership by welcoming new and renewing members to NaLEC as well as encouraging expired member renewal. In addition, this position is responsible for developing and maintaining member recruitment and sustainability plan.</p>
# _____	<p><b>Campaigns Assistant</b> The Campaigns Assistant provides support for all initiatives related to the work of NaLECs PIE initiatives. Responsible for orchestrating all aspects of the development and implementation of our campaigns. The ideal candidate possesses strong operational, communication, and critical thinking skills.</p>
# _____	<p><b>Public Relations Assistant</b> The position is responsible for the development and management of an effective public relations plan for both NaLEC as an organization and its President &amp; Executive team: increase visibility in the media and web.</p>

# _____	<p><b>Research Assistant</b></p> <p>Will research and monitor resources that provide critical information on political issues. Will also review and analyze media coverage (print and broadcast), public opinion surveys and expert opinions from government representatives and political consultants. Following your detailed research, you'll be preparing analysis and reports on all the issues assigned to you. Will keep NaLEC community and its president in the loop on the latest trends, developments and critical factors, within the Latino, political, social and economic sphere.</p>
# _____	<p><b>Grassroots Mobilization Assistant</b></p> <p>The primary task is to get people to work together to solve problems and change the world for the better. Will be required to connect communities with programs that can create sustainability. Will work to support the PIE Initiatives. Will be expected to be closely involved in community outreach and engagement, marketing and communication and general administrative activities. Will have the opportunity to undertake a range of on-going activities and assigned projects of varying levels of professional complexity. Requires knowledge and expertise within one of the areas of PIE gained through study and community involvement. Guidance, training, and mentoring will be received from more senior board members in planning and carrying out activities and assignments.</p>
# _____	<p><b>Photography, Graphics, &amp; Video Assistant</b></p> <p>The primary role of the PGV Assistant is to be a visual storyteller. By presenting images via photography, graphics and videos in a way that tells compelling stories. Will work with the President and board members for video messaging purposes. This position is preferable in NY or FL</p>
# _____	<p><b>Communications Assistant</b></p> <p>The Communications Assistant works with a variety of staff to push out the organization's message to the faith community, the media, and the public.</p>
# _____	<p><b>Writing &amp; Editorial Assistant</b></p> <p>The Editorial Assistant provides a range of administrative and research support to the editorial team. The majority of this position's work relates to editing NaLEC news, newsletter, books, blogs and any published materials.</p>
# _____	<p><b>Online Assistant</b></p> <p>The Online Assistant provides support for NaLECs' emails, newsletters, and NaLECs' web site. Responsible</p>



## Personal Attributes

Please rate yourself on the following characteristics and abilities (1 = one of your weakest areas; 5 = one of your strongest areas) by **circling** the appropriate number. In addition, please underline the three attributes listed below that best describe your gifts.

Creativity	1	2	3	4	5
Maturity	1	2	3	4	5
Initiative	1	2	3	4	5
Sensitivity	1	2	3	4	5
Leadership	1	2	3	4	5
Dependability	1	2	3	4	5
Organization	1	2	3	4	5
Sense of Humor	1	2	3	4	5
Flexibility	1	2	3	4	5

## A Few More Things

1. Do you foresee any specific difficulties—i.e. financial, logistical, time constraints—for your participation in NaLECs Internship Program?
2. Do you have any additional comments you would like to make?
3. If not selected for the internship program, would you allow NaLEC to release your contact information to other intern/volunteer programs for possible consideration?

## II. PERSONAL ESSAY

This essay gives NaLEC an opportunity to hear your interest and understanding of our mission as an organization. **Please answer fully and honestly – in 650 words or less.** Your essay will also be used as your writing sample for the application.

Topic: NaLECs' mission is to articulate a biblical call to social justice, inspiring hope, and building a movement to transform individuals, communities, the church, and the world. A year at NaLEC is likely to be touched by these elements. What attracts you to a year of working with NaLEC? How is NaLECs mission shaping your life currently?

## III. RESUME

Please submit your resume with your application packet. It should include all of the following pieces:

- employment from the past five years;
- educational history;
- volunteer, political, or social organizations with which you've been significantly involved and the nature of your involvement.

In order to share all this information, please do not feel confined to a traditional one-page format.

## IV. REFERENCES

Please ask three people—a *peer*, a *former/current employer*, and *clergy or pastoral leader*—to complete a recommendation form for you using the attached forms. Instruct them to return the letters directly to the NaLEC Internship Director to: [InternProgram@nalec.org](mailto:InternProgram@nalec.org).

Please list here the **names, addresses, and phone numbers** of those people who will be sending us letters on your behalf. Due to the number of applicants, we cannot confirm receipt of individual references.

1. Peer: \_\_\_\_\_
2. Former/current employer: \_\_\_\_\_
3. Pastoral leader or clergy: \_\_\_\_\_



## Employer Reference Form for NaLECs Internship Program

Your Name: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Email or Phone: [Click here to enter text.](#)

Name of Applicant: [Click here to enter text.](#)

Relationship to Applicant: [Click here to enter text.](#)

Thank you for serving as a reference for the NaLEC Internship Program. The year-long program combines work placements in our nonprofit organization. Between 7 and 10 interns are selected into the program each year. To learn more about NaLEC, please visit our website at [www.nalec.org](http://www.nalec.org).

NaLEC interns are placed in full or part-time jobs in which they must learn quickly, be organized, take initiative, be prompt, and adapt to busywork environments. They must work well with supervisors and others, as well as manage and prioritize their work independently.

Your honest evaluation will help us tremendously in making the best placements for our program. If you have any questions, please call the program director at \_\_\_\_\_.

Please return this reference by email: [InternProgram@nalec.org](mailto:InternProgram@nalec.org).

1. What strengths and weaknesses did you observe in the applicant when you worked together?

2. What advantages and challenges do you think the applicant would bring to NaLEC?

3. Please rate the applicant on the following characteristics and abilities (1 = one of the applicant's weakest areas; 5 = one of the applicant's strongest areas) by **bolding** the appropriate number.

Creativity                    1 2 3 4 5

Maturity                    1 2 3 4 5

Initiative                    1 2 3 4 5

Sensitivity                    1 2 3 4 5

Leadership                    1 2 3 4 5

Dependability                    1 2 3 4 5

Organization                    1 2 3 4 5

Sense of Humor                    1 2 3 4 5

Flexibility                    1 2 3 4 5

4. Overall, how would you rate the applicant?

- Exceptional
- Very good, with no reservations
- Acceptable
- Some reservations
- Weak





## Pastoral Reference Form for NaLECs Internship Program

Your Name: Click here to enter text.

Address: Click here to enter text.

Email or Phone: Click here to enter text.

Name of Applicant: Click here to enter text.

Relationship to Applicant: Click here to enter text.

Thank you for serving as a reference for the NaLEC Internship Program. The year-long program combines work placements in our nonprofit organization. Between 7 and 10 interns are selected into the program each year. To learn more about NaLEC, please visit our website at [www.nalec.org](http://www.nalec.org).

NaLEC interns are invited to an environment best suited to a high level of commitment and a willingness and openness to learning. Interns will work at the intersection of faith, politics and culture. We seek individuals who have a mature faith and an interest in discipleship.

Your honest evaluation will help us tremendously in making the best placements for our program. If you have any questions, please call the program director at: [InternProgram@nalec.org](mailto:InternProgram@nalec.org).

Please return this reference by email: [InternProgram@nalec.org](mailto:InternProgram@nalec.org)

1. Please reflect on why you think the NaLEC Internship Program would be a good experience for the applicant. What advantages and challenges do you think the applicant brings to NaLEC?

2. How would you describe the applicant's faith journey? How do you expect the experience would impact the applicant's faith journey?

3. Please rate the applicant on the following characteristics and abilities (1 = one of the applicant's weakest areas; 5 = one of the applicant's strongest areas) by **bolding** the appropriate number.

Creativity	1	2	3	4	5
Maturity	1	2	3	4	5
Initiative	1	2	3	4	5
Sensitivity	1	2	3	4	5
Leadership	1	2	3	4	5
Dependability	1	2	3	4	5
Organization	1	2	3	4	5
Sense of Humor	1	2	3	4	5
Flexibility	1	2	3	4	5

4. Overall, how would you rate the applicant?

- Exceptional
- Very good, with no reservations
- Acceptable
- Some reservations
- Weak





## Peer Reference Form for NaLECs Internship Program

Your Name: Click here to enter text.

Address: Click here to enter text.

Email or Phone: Click here to enter text.

Name of Applicant: Click here to enter text.

Relationship to Applicant: Click here to enter text.

Thank you for serving as a reference for the NaLEC Internship Program. The year-long program combines work placements in our nonprofit organization. Between 7 and 10 interns are selected into the program each year. To learn more about NaLEC, please visit our website at [www.nalec.org](http://www.nalec.org).

Our interns build community among themselves through regular gatherings for prayer, study, and faith sharing, as well as joining with NaLECs staff at times in study, ministry, retreats, and public witness. Participants need to have a mature understanding of their personal needs and boundaries and experience resolving interpersonal conflict with their peers.

Your honest evaluation will help us tremendously in making the best placements for our program. If you have any questions, please call the program director at \_\_\_\_\_.

Please return this reference by email to: [InternshipProgram@nalec.org](mailto:InternshipProgram@nalec.org)

1. Please reflect on why you think NaLECs Internship Program would be a good experience for the applicant. What advantages and challenges do you think the applicant brings to the NaLEC program, including the community experience?

2. Please describe an experience in which you have seen the applicant respond to conflict.

3. Please rate the applicant on the following characteristics and abilities (1 = one of the applicant's weakest areas; 5 = one of the applicant's strongest areas) by **bolding** the appropriate number.

Creativity                    1 2 3 4 5

Maturity                    1 2 3 4 5

Initiative                    1 2 3 4 5

Sensitivity                    1 2 3 4 5

Leadership                    1 2 3 4 5

Dependability                    1 2 3 4 5

Organization                    1 2 3 4 5

Sense of Humor                    1 2 3 4 5

Flexibility                    1 2 3 4 5

4. Overall, how would you rate the applicant?

- Exceptional
- Very good, with no reservations
- Acceptable
- Some reservations
- Weak

