



## Special Projects Intern

**The National Association for Latino Community Asset Builders (NALCAB)** is a national membership organization representing 200+ nonprofits that serve diverse Latino communities in 46 states, Washington, DC and Puerto Rico. With offices in San Antonio, TX and DC, we are a grant maker and US Treasury-certified Community Development Financial Institution (CDFI). We support our members through training, funding, policy advocacy and resources to amplify the impact of their programs and services. Working together, the NALCAB network is able to affect real change.

NALCAB Network members invest in their communities by building affordable housing, addressing gentrification, supporting small business growth and providing financial counseling on issues including credit building and homeownership.

***Our mission:*** NALCAB strengthens the economy by advancing economic mobility in Latino communities.

### **Summary:**

NALCAB seeks a motivated Special Projects Intern to join our team. This internship offers hands-on experience in assisting with the planning, coordination, and execution of various programs within the organization. This position will work closely with our Program Managers to support initiatives aimed at specific goals, such as building affordable housing, economic neighborhood development, financial capability, policy advocacy, or small business growth.

### **Relationship:**

The Special Projects Intern will report to the Senior Special Projects Manager.

### **Essential Duties and Responsibilities:**

- Assist with the planning and organization of special projects.
- Collaborate with departments to ensure smooth execution of program activities.
- Research and gather data to support program development and evaluation.
- Assist with creating programmatic presentations, reports, and communications.
- Support program evaluation efforts by collecting feedback and analyzing results.
- Assist scheduling meetings, taking minutes, and managing documentation.
- Other duties as assigned.

### **Qualifications:**

- Currently enrolled in a bachelor's degree program, preferably in Public Administration.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).



- Experience with project management software/tools is a plus.
- Experience with community development or nonprofit organization is a plus.
- Knowledge of demographic and economic data.
- Bilingual (English/Spanish) is a plus.

**Academic Credit:**

Interns may receive academic credit for the internship. It will be the intern's responsibility to make plans with his or her school. NALCAB will provide the necessary internship description and performance review upon request.

**Position Type:**

Part-Time Position (up to 28 hours per week)

**Compensation:**

\$19 per hour.

**Duration of Internship:**

Six months with a NALCAB option for an additional 6 months.

**Location of Employment:**

NALCAB's main office is located at 5404 Wurzbach Rd. San Antonio, TX 78238.

**Preferred Start Date:**

May 6, 2024

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires travel approximately quarterly.

**To Apply:**

To respond to this opportunity, please email resume to:

[jobs@nalcab.org](mailto:jobs@nalcab.org)

Please add Special Projects Intern Position in the subject line.

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**EEO Statement**

NALCAB is committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and staff without regard to race, color, religion, sex, pregnancy, national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, military and veteran status, and any other characteristic protected by applicable law.