



## **Internship at Hispanic National Bar Foundation**

The Hispanic National Bar Foundation (the “HNBF”) is a Section 501(c)(3) organization dedicated to charitable and educational purposes. Founded in 1987 by Hispanic attorneys who overcame the odds, the HNBF was originally designed to provide financial support for the next generation of Hispanic leaders. Since then, the HNBF has evolved into a national organization providing not only scholarships, but also programs and tools to support and inspire educational achievement within our community.

More information is available at our website at [www.hnbf.org](http://www.hnbf.org).

### **Program Description:**

Internships with the HNBF provide students with a unique opportunity to gain comprehensive insight into a national non-profit organization. Along with gaining hands on experience interning with a Washington, DC charitable institution, this position provides students with the opportunity to network with top U.S. attorneys in diverse legal settings. The goal of this internship is to increase participation in foundation and non-profit settings by giving students exposure to the operation and growth of a not for profit educational organization in a dynamic and changing legal environment.

*The HNBF is looking for a self-starter who wants to make a real impact and learn about working in a non-profit organization.*

As an intern in a small office, you would work as part of the HNBF team, working towards project goals, program expansion, and development of the HNBF as a leading non-profit organization. The HNBF intern would be supervised by the Program Director, Executive Director, and work closely with the Board of Directors.

Internships are not compensated at this time; however, the Executive Director of the HNBF can coordinate with your college or university if the college or university is willing and approves

course credit for this type of community service voluntary work. A commitment of one semester is preferred.

*The HNBF Internship Program is an Equal Opportunity Internship Program. The HNBF shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, or political affiliation of any individual.*

**Skills Required:**

Writing and research, strong organizational skills, ability to handle multiple projects and tasks simultaneously.

**Skills Preferred:**

Interest in or knowledge of education issues affecting Hispanics, interest in attending law school, Spanish language skills.

**Intern Duties:**

- Assist Executive Director with local and national outreach, fundraising, and community event organizing.
- Assist Executive Director with web writing, web development, and content management.
- Produce fliers and brochures for events and conferences.
- Produce and execute presentations for students attending HNBF events.
- Assist in the production of press releases, research issue areas, and track the status of legislation, reports, policy briefings, and events relating to higher education.
- Assist with grant writing and fundraising proposals and presentations.
- Help maintain daily operations of the HNBF.
- Attend local and national coalition meetings, seminars, conferences, and receptions.
- Assist with developing, organizing, and executing fundraising events and educational programs such as Law Day, the Future Latino Leaders Law Camp, fundraising events, and other national HNBF events.
- Help maintain contact with HNBF student participants and volunteers.
- Assist in project development, scholarship development, and event planning.
- Other duties as assigned.

**PLEASE SEND RESUMES AND COVER LETTER TO:**

Magda M. Herrera, Esq.  
*Executive Director*  
**Hispanic National Bar Foundation**  
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**Washington, DC 20006**  
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