



STATE OF WASHINGTON
COMMISSION ON HISPANIC AFFAIRS
COMISIÓN DE ASUNTOS HISPANOS
Administrative/Legislative Intern Position Description

Commission on Hispanic Affairs Profile:

The Washington State Commission on Hispanic Affairs is an executive branch agency which serves to advise the Governor, the Legislature, and state and local agencies on issues of concern to the Latino community.

Administrative Responsibilities

The Administrative Office oversees the management of CHA and acts as a liaison between the eleven CHA volunteer Commissioners and the CHA office staff. It consists of the Executive Director and the Executive Assistant. The intern works directly with the Executive Assistant and for the Executive Director. The program provides exposure to internal office communication management, office technology management, organizational governance, and the executive level affairs of a state agency. Specific areas of focus are assigned based on the intern's background, interest, and expertise. Student will work part-time (15-20hrs/wk) unpaid. Academic credits are available upon request.

Excellent writing skills, the ability to communicate clearly and effectively and to maintain confidentiality are a must. Technology skills (basic to intermediate knowledge of MS Office Suite including Outlook and Adobe software) and the commitment to CHA and other Latino issues are a plus. We prefer that the candidate be fluent in Spanish, however, it is not a requirement.

Duties include but are not limited to:

- Assisting with the Executive Office's administration and duties
- Assisting with technology projects including updating the CHA website
- Assisting with the logistics of the CHA Commissioner meetings and other needs
- Researching and assisting with special projects and programs
- Providing general support in the day-to-day functions of the agency

Legislative Responsibilities

The Legislative Intern works with state, local, and federal governmental entities, as well as private and non-profit sector stakeholders to research issues involving education, justice and equity, workforce, etc. The intern will also have the opportunity to work closely for two to three months with the Executive Director and Assistant during the Legislative Session. Student will work part-time (15-20hrs/wk) unpaid. Academic credits are available upon request.

Excellent writing skills, the ability to communicate clearly and effectively and to maintain confidentiality are a must. Technology skills (basic to intermediate knowledge of MS Office Suite including Outlook and Adobe software) and the commitment to CHA and other Latino issues are a plus. We prefer that the candidate be fluent in Spanish, however, it is not a requirement.

Duties include but are not limited to:

- Researching issues and writing testimonies in support or opposition of legislation
- Attending and collecting information from hearings and briefings
- Assisting in tracking policy and legislative issue

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- Assisting CHA in responding to citizen and governmental inquiries and concerns
- Creating fact sheets and materials for CHA Commissioners

How to Apply:

To apply, please submit:

1. The CHA Volunteer Internship Application.
2. A written statement describing why you want to be an intern at the CHA office; why public service is important to you; the areas of work that most appeal to you; the skills you wish to develop; and your long-term career goals.
3. An unofficial transcript send from your college (please email to hispanic@cha.wa.gov)
4. A copy of your resume and three references (please email to hispanic@cha.wa.gov)

Please contact us if you have questions or wish to submit an internship application.

The Washington State Commission on Hispanic Affairs is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, youth, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons with disabilities needing assistance in the application process or those needing this job announcement in an alternative format may call the office at (360) 725-5661 or email hispanic@cha.wa.gov.