Membership Committee Intern

*Two positions available*

**Time Commitment: Approximately 5 hours per week**
**Length of Term: 1 year with optional renewal**

We are looking for an individual who is interested in:

- Learning how to facilitate networking in nonprofit organizations
- Gaining experience in nonprofit administration / management
- Gaining experience in planning and executing membership engagement activities

The ideal candidate has:

- Basic strategic planning skills (i.e. member engagement activities)
- Proficiency in Excel, Google Suite, online databases, and various membership database software (highly desired)
- Knowledge of (or willingness to learn) Tableau, Asana/Slack/Atlassian, public speaking, workshop facilitation
- Excellent networking skills
- Bilingual proficiency (this is not required but bilingual candidates will be highly considered)

Essential duties include:

- Supporting all recruitment, retention, engagement activities
- Attending at least 50% of LCPH sponsored activities (i.e. town halls, virtual social hours, lectures, etc.)
- Support the creation of monthly Membership Reports and contribute to the preparation of a larger annual report
- Manage statistical analysis and characterization of membership base

Please send a copy of your resume/CV and a brief cover letter to Membership Chair, Danielle Montoya: membership_chair@latinocaucus-apha.org