



NATIONAL HISPANIC INSTITUTE
— est. 1979 —

Job Description, Objectives and Responsibilities

Job title

NHI-U.S. Forest Service Internship

Employer

National Hispanic Institute

Description:

NHI and the U.S. Forest Service are in a partnership to mutually support work to increase interest among young professionals to seek careers in forestry and environmental sciences. The U.S. Forest Service sponsors opportunities for our alumni to work at NHI with the purpose of organizing alumni files and promoting the work.

Objectives:

- Increase awareness about U.S. Forest Service summer internships to NHI post-collegiate community
- Provide opportunities for US Forest Service employees to volunteer at NHI programs
- Create pathways for NHI Alumni Community to become aware of U.S. Forest Service opportunities and other opportunities for employment and internships
- Participate in no fewer than 2 NHI summer programs in a leadership capacity

Responsibilities:

- A. Organize volunteer experiences for US Forest Service employees to interact with the NHI community
- B. Provide a manner in which candidates for the U.S. Forest Service summer employment opportunity can get more information and follow up

- C. Provide a manner in which the U.S. Forest Services and other businesses and agencies can promote employment opportunities utilizing NHI social media platforms
- D. Represent the U.S. Forest Service at NHI summer programs including as student mentor and college fairs hosted by NHI
- E. Develop an end-of-internship report

Job description

The John F. Lopez Internship and JFL Micro Internships are sponsored by the [National Hispanic Institute \(NHI\)](#). NHI is a 44-year educational non-profit dedicated to broadening the supply of future Hispanic/Latino community leaders.

Our mission is to provide high school age youth with opportunities to develop their leadership skills in an environment that simultaneously builds assets in the Latino community. This work strives to increase investment in human talent and intellectual capital in the Latino population, which thereby benefits from leadership development, and also increases participants' visibility and value to their communities as they emerge as young professionals.

NHI engages college-age interns (JFL interns) to facilitate inner-communications between high school students and the NHI learning environment. Through a three year progressive training model that features college students as leaders and guides, younger Latino students are introduced to leadership as a process that requires both self-change and community collaboration. The Great Debate (GD) – for rising sophomores – focuses on strengthening oral communication skills and critical/analytical thinking around broad social themes that have relevance to Latino communities. The Lorenzo de Zavala Youth Legislative Session (LDZ) – for rising juniors – focuses on managing organizations/systems and creating policy and/or legislation. Finally, the Collegiate World Series (CWS) – for rising seniors – focuses on the college admissions process and inquiry-based decision making. Due to Covid-19, NHI is offering its high school programs primarily in digital formats, with limited in-person experiences being planned, should conditions safely permit.

The recipients of the John F. Lopez Internship will support the organization in a variety of efforts including, but not limited to: mentoring, research, and program evaluation. In addition, interns will have the opportunity to promote their institution among our high school students, with a goal of building meaningful relationships with students considering their college options.

The John F. Lopez (JFL) Internship takes place during each semester (part time), and summer (intensive, full time) to provide professional development opportunities for undergraduate college students. JFL Interns are currently enrolled undergraduate students who demonstrate leadership potential, willingness to be challenged, and the desire to share their talents and skills with their community. Named in honor of NHI Board Trustee John F. Lopez, the JFL Internship is designed to honor the spirit, creativity, and talent exemplified by its founder. Of NHI's 100,000 alumni, John F. Lopez was recognized with the creation of this internship due to his contributions to the growth of NHI. John was a student participant in the very first Texas statewide LDZ program in 1983. He also volunteered for eight successive years of NHI programs, served as a full-time staff member in Maxwell (NHI Headquarters), and is now a member of the NHI Board of Trustees. Among other NHI contributions, John founded the College Register and internship programs.

The purpose of the JFL Internship is to provide undergraduate student leaders a means to expand their professional capacities by challenging them to serve as mentors, research assistants, program planners, event promoters, and more within the scope of NHI's work. The internship also encourages JFLs to critically examine areas where they could contribute their talents to the community as future leaders.

Criteria for admission into an internship position include the following:

- 2.5 cumulative grade point average or higher
- Demonstration of leadership qualities in college studies/work
- Completion of at least one year of college studies by the start date of the internship
- Recommended: Former participation with the National Hispanic Institute
- Recommended: Bilingual in Spanish and English

Hours of Operation: Monday – Friday, 8:30am - 12:00pm and 1:30pm-5:30pm CDT (intern hours are assigned during these times)

John F. Lopez Intern Curriculum Overview

Founder's Seminar

- Receive a message from NHI's Founders, Ernesto Nieto and Gloria de Leon, to learn about Community Equity Building, NHI's chief strategy for community engagement and change.
- Hear from former interns about what they learned and it applied in their lives.

Leadership & Mentorship

- Serve in leadership to plan for and/or deliver youth programs.
- Mentor high school age students.

Interns Represent Your Institution

- Promote your university with branding opportunities.
- Speak about your university during student discussions.
- Representation at qualifying NHI-sponsored digital college fairs
- Generate interest in home university among NHI youth and develop new student prospects.

John F. Lopez Internship Projects

NHI needs support in the following areas, and can assign interns based upon their field of interest when possible:

- Research and evaluation
- Student mentorship
- Program support
- Communications

JFL in College Register Support (1)

Focus: College readiness programming for NHI high school students. Coordinates participation of NHI's College Register members in 4 college fairs and 2 Collegiate World Series. Helps serve 50 College Register members from across the U.S. May also attend 2 summer programs in a mentorship or management capacity. Submits a report at the end of the summer.

JFL in Enrollment Management Support (1)

Work to ensure that NHI's national and international student cohort of about 1,800 students are informed about all aspects of their trips and/or participation, and have turned in the necessary paperwork to attend, and are documented as "alumni" after they attend. Includes reviewing student records and conducting outreach/emails to

request missing items; building communications pieces to circulate to families; ensuring that all families that should receive information have received e-copies of important communications, answering questions about payments/student accounts, fielding questions about travel to and from programs, auditing records for accuracy, providing "official rosters" and verifying participation after programs, etc. Spanish and English are a plus. May also attend 2 summer programs in a mentorship or management capacity, in person or online. Must submit a report at the end of the summer.

JFL in Research Support (1)

Conducts research on the National Hispanic Institute student Latino populations with respect to college attendance, future plans, demographics, program experience. Gathers data, works with research specialists, assists in the development of presentations and reports. May also attend 2 summer programs in a mentorship or management capacity, in person or online. Must submit a report at the end of the summer.

JFL in Program Planning and Management (3)

This intern assists with all needs related to NHI program planning and implementation, including, but not limited to packing/shipping student materials and office supplies, travel coordination of volunteers, purchasing, orders, reservations, communications with group, inventory, merchandise sales/accounting, and post program organization and reporting. May also attend 2 summer programs in a mentorship or management capacity, in person or online. Must submit a report at the end of the summer.

JFL in Public Relations and Communications (1)

This intern assists with writing stories, working with sponsors, and showing gratitude to volunteers.

JFL in Business Office (1)

This intern assists with all aspects of support for purchasing, gathering receipts, expense coding, and providing support for business operations.

Location requirements

Location type

Virtual: March 18 - May 29

Onsite: May 29 - August 2

Onsite location

Maxwell, Texas, United States



Time requirements

Schedule

Part Time: March 18 - May 29

Full time: May 29 - August 2

Employment duration

Temporary

Start date

3/18/2024

End date

08/2/2024

Compensation and benefits

Expected pay

March 15 - April 30 - 10 hours/week x \$15/hour (Spring Break optional)

=Two-week break for finals-

May 15 - August 2; \$3000 + living in Maxwell