Mi Familia Vota Phoenix Internship
School of Government and Public Policy, POLITICAL SCIENCE & PMPC Students

General Description: Mi Familia Vota / Mi Familia Vota Education Fund is one of the premiere Latino civic engagement organizations in the country with a trained and skilled staff dedicated to the empowerment and civic participation of the Latino community. MFV/ MFV EF develops, coordinates, and implements sophisticated non-partisan field programs and strategies including citizenship promotion and assistance, voter registration, and voter education and mobilization.

Internship Available: Summer – Yes  Fall – Yes  Spring – Yes
Deadlines: ASAP- Always accepting applications

Agency Preferred Qualifications: These tasks require extensive written, verbal communication, and organizational skills, along with multi-tasking abilities. The skill of multi-tasking is essential to this position with it, success is not possible. Proficiency in Microsoft Office programs including Word, Excel, and Power Point, is required. Proficiency in QuickBooks is a plus.

Internship Description: Unpaid
Primary Duties and Responsibilities:
• Performing account payables in QuickBooks with accordance to Mi Familia Vota’s financial guidelines
• Assisting the Operation Financial Director
• Produces information by transcribing, formatting, inputting, editing, retrieving, copying, transmitting text, data, and graphics
• Provides information by answering questions and requests facilitates communication between the Executive Director, Operations Financial Director, BOD and MFV staff members
• Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions
• Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies
• Purchasing equipment and supplies for the organizations locations across the U.S
• Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs; maintaining equipment inventories; and evaluating new equipment

Purpose of the Internship: To help the individual learn about the importance of voter engagement and social advocacy work within the Latino community. To become knowledgeable about assisting permanent residents in becoming naturalized citizens. To be engaged in local elections and to understand important proposition measures on the ballot.

Additional Information: Applicant must be willing to table at events which requires some weekend hours.

To Apply: Please email a copy of your resume, cover letter, and two references to: jessicar@mifamiliavota.org. The email-subject line should read “MFV Director” or may be missed.

Expected Contact: We will contact you via email as soon as possible if you are selected for an interview.

Contact Person: Jessica Rubio: Phoenix Internship Coordinator, 602-632-2964, jessicar@mifamiliavota.org

Agency/Organization Website link: http://www.mifamiliavota.org/where-we-are/arizona/