

Leadership Development Intern

The GALEO Leadership Intern supports the operations of the Leadership department. The Leadership department aims to provide leadership and professional opportunities for underserved communities. This position will work closely with the Leadership staff to prepare for events and support programmatic and administrative work of the department. While some work may be performed remotely, in-person support will be required on particular dates.

Pay: Volunteer

Deadline to apply: January 5th, 2026

Length: 13 weeks (10 hours per week)

Start Date: January 20, 2026

End Date: April 18, 2026

Location: Hybrid

Responsibilities and Duties:

- Support the GALEO Leadership Development team with logistical components of the GALEO Institute for Leadership, including, but not limited to:
 - Spreadsheet creating and organization
 - Attendance tracking
 - Creative input
- Support reading and grading Leyendas Essay Contest entries
 - Spreadsheet input and organization.
- Support with GALEO Institute for Leadership sessions (Mandatory dates found below)
- Support with other administrative tasks as assigned
- Working with and analyzing session feedback surveys
- Research possible events to table (promote GALEO and its programs)
- Other duties as assigned by GALEO's Leadership staff

Mandatory In-Person Dates:

1. **GIL Opening Reception (2/20)**, Location TBD
 - Prep venue, decorate, arrange tables and chairs as needed, welcome cohort, clean up, and other responsibilities as assigned
- OR

GIL First Session (2/21), Location TBD

- Prep venue, help with attendance, arrange tables and chairs as needed, welcome cohort, help with catering setup, clean up, and other responsibilities as assigned

2. Leyendas Essay Contest Reading at the Capitol (4/17), Location: Georgia State Capitol

- Help with venue setup and preparation, decorate, arrange tables and chairs as needed, welcome attendees, clean up, and other responsibilities as assigned.

For inquiries, please contact Maria Vizcaino at mvizcaino@galeo.org

About GALEO

Mission: To increase civic participation by educating and empowering the Latino community and to develop Latino leaders through strategic leadership programs throughout the state of Georgia.

Vision: GALEO strives for a better Georgia where the Latino population is engaged and building community, their contributions are respected and policy measures reflect their values.

Core Beliefs: Inclusive, Non-Partisan, Diversity, Response

GALEO LCDF and GALEO Impact Fund are equal opportunity/affirmative action employers. All qualified persons are encouraged to apply regardless of race, color, creed, ethnicity, national origin, ancestry, age, height, weight, sex, gender identity, sexual orientation, disability, HIV status, marital or domestic partner status, or religious affiliation.



