



## **Program Development & Support Internship at Asian Community & Cultural Center**

### **Purpose:**

To learn, practice, and implement program development goals and provide support to the staff by carrying out mission-related tasks at a nonprofit charitable agency, but also experience other aspects of non-profit management including grant writing, marketing, and website and social media development.

### **Period:**

Approximately 12 hours per week to begin at the start of every semester and summer session. Basic weekly schedule to be provided; school breaks will be time off. If applicable, total hours dependent on credits (approx. 50 service hours = 1 credit).

### **Required Duties & Skills:**

- Assist staff in creating program content and participate in implementing programs
- Attend and successfully complete all required training programs, staff meetings, and complete all related assignments in a timely manner
- Complete at least two projects designed in collaboration with ACCC staff
- Work directly with clients and program participants
- Communicate in a friendly and informative manner with people from a wide variety of cultural and ethnic backgrounds
- Must be proficient in Microsoft Word, Excel, and Internet
- Act as a representative of the ACCC in public forums in a positive, knowledgeable, and professional manner
- Provide accurate and timely reporting of work performed and outcomes in the form of database management and a written report to the supervisor at the completion of project or time served
- Greet and assist clients whenever needed
- Collaborate with community agencies to refer refugees and immigrants for services
- Perform related duties and responsibilities as required
- Schedule 2-4 hours per week to do general office assistance such as answering the phone, filing, and other duties as assigned

### **Submit Resume and Cover Letter to:**

**Katie Hile | ACCC Family Resources Program Manager**  
[katie@lincolnasiancenter.org](mailto:katie@lincolnasiancenter.org)

**Asian Community & Cultural Center**  
144 N 44th Street, Suite A | Lincoln, NE 68503