



Marketing 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:

- Begin preparing for the Harvest Moon Festival, which takes place in late Sept./Oct.
- Complete at least two projects designed in collaboration with staff
- Assist staff in creating and distributing promotional materials for all events and programs
- Help to design and distribute monthly newsletter
- Attend and successfully complete all required training programs, staff meetings, and complete all related assignments in a timely manner
- Communicate in a friendly and informative manner with people from a wide variety of cultural and ethnic backgrounds
- Must have good computer skills and be proficient in Microsoft Word, Excel, and Internet
- Willingness to travel and transport in own personal vehicle; must have valid driver's license and good driving record
- 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
- **Preferred Skills:** Experience with HTML/CSS; Marketing or graphic design experience (class projects count!)

Submit Resume and Cover Letter to:

Katie Hile | ACCC Family Resources Program Manager
katie@lincolnasiancenter.org

Asian Community & Cultural Center
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