



Asian Community & Cultural Center

- *Serving ALL Refugees & Immigrants, Celebrating Cultural Heritage*

144 N. 44 Street, Suite A, Lincoln, NE 68503-3701

402-477-3446 FAX 402-477-4508

www.lincolnasiancenter.org

Youth Program Internship

Purpose:

To learn, practice, and implement youth program development and provide support to staff by carrying out mission-related tasks at a nonprofit charitable agency, as well as experience other aspects of non-profit management including grant writing, marketing, and case management.

Period:

Approximately 12 hours per week; to begin at the start of every semester and summer session; year long applications will also be considered; must be available Monday and Friday afternoons at least (3-5pm); school breaks will be time off. If applicable, total hours dependent on credits (approx. 50 service hours = 1 credit).

Required Duties & Skills:

- Participate in implementing programs for high school youth, including Life After High School Club and other youth programs.
- Engage with youth in prosocial, culturally-sensitive activities and build positive mentor relationships.
- Support Youth Coordinators by assisting with youth program curriculum development, activity planning, field trips, guest speakers and end-of-semester showcase events.
- Attend and successfully complete all required training programs, staff meetings and complete all related assignments in a timely manner.
- Provide accurate and timely reporting of hours, work performed, and outcomes in weekly check-ins and a written report to the supervisor at the completion of project or time served.
- Communicate in a friendly and informative manner with students and parents from a wide variety of cultural and ethnic backgrounds.
- Greet and assist clients whenever needed. Collaborate with human service agencies and other resources to refer services for refugees and immigrants.
- Act as a representative of the ACCC in public forums in a positive, knowledgeable and professional manner.
- Must have good computer skills and be proficient in Microsoft Word, Excel, and Google Suite.
- Create/update educational powerpoints about the FAFSA, college preparation, etc.
- Perform related duties and responsibilities as required.

Submit Resume and Cover Letter to:

Joy Oyebefun | ACCC Family Resources Assistant Coordinator

joy@lincolnasiancenter.org