



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

CareerLadder Internship

Purpose:

To conduct research and provide programmatic support for CareerLadder, a newly launching nonprofit under the Asian Center that serves skilled immigrant professionals seeking to use their professional education and experience in their fields from abroad in Nebraska.

Period:

Approximately 8-12 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:

- Learn about and help to implement human centered design principles for programmatic design of CareerLadder Resource Hub
- Provide research support for CareerLadder Resource Hub including finding resources, taking notes during interviews and focus groups, and collaborating in the design and planning process with other team members
- Attend and successfully complete all required training programs, staff meetings, and complete all related assignments in a timely manner
- Help take notes at meetings as needed (rarely)
- 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 basic online design skills
- 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:

Joy Oyebefun | ACCC Family Resources Coordinator

joy@lincolnasiancenter.org

Asian Community & Cultural Center

144 N 44th Street, Suite A | Lincoln, NE 68503