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**Marketing Internship at**

**Asian Community & Cultural Center**

**Purpose:**

The role of the marketing intern is to assist in creating marketing materials and community outreach to promote events and crate public awareness for our programs and community events. The marketing intern works with the program coordinator and collaborates with the marketing committee to plan and execute marketing campaigns.

**Period:**

Approximately 12 hours per week, from May 15th, 2017 through August 11th, 2017. (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:**

* Promote and advertise the annual Fun Run
* Begin preparing for the Harvest Moon Festival, which takes place in late September/earl October.
* Complete at least two projects designed 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, Internet and e-mail.
* 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. Collaborating with human service agencies and other resources to refer services for the refugees and immigrants.
* 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 Letter of Application to:**

**Asian Community & Cultural Center**

**2635 O Street, Ste A**

**Lincoln, NE 68510 Or kelsey@lincolnasiancenter.org**