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**Program Development & Support Internship**

**at**

**Asian Community & Cultural Center**

**Purpose:**

To learn, practice, and implement program development 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, 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:**

* 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 with 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 have good computer skills and be proficient in Microsoft Word, Excel, Internet and e-mail.
* 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.

**Submit Resume and Letter of Application to:**

**Asian Community & Cultural Center**

**2635 O Street, Ste A**

**Lincoln, NE 68510**

**Or kelsey@lincolnasiancenter.org**