



Digital Storytelling Program Internship at Asian Community & Cultural Center

Purpose:

To learn, practice, and implement program development, assist with executing a youth-oriented Arts & Humanities project, and provide support to the 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 mentoring.

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:

- Participate in implementing Digital Storytelling Program for high school refugee youth.
- Support Youth Coordinator and Digital Storytelling Coordinator by assisting with curriculum development, activity planning, 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.
- Must be proficient in Microsoft Word, Excel, and Google Suite, and have experience with programming and graphic design.
- Communicate in a friendly and informative manner with people from a wide variety of cultural and ethnic backgrounds.
- 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 supervisor at the completion of project or time served.
- Greet and assist clients whenever needed. Collaborate with human service agencies and other resources to refer services for refugees and immigrants.
- Perform related duties and responsibilities as required.

Preferred Skills: Photojournalism, video editing, and creative writing.

Submit Resume and Letter of Application to:

katie@lincolnasiancenter.org

Asian Community & Cultural Center
144 N 44th Street, Ste A
Lincoln, NE 68503