



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

Citizenship Program Internship

Purpose:

To learn, practice, and implement citizenship program goals 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 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:

- Assist staff in recruiting students for classes, creating and distributing promotional content, and ensuring all students meet the goals of the USCIS Grant (25 students per quarter, 1 book per student, 40 hours of class time, pre & post test)
- 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 in collaboration with ACCC staff
- Work directly with clients and program participants, as well as with partner organizations
- 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 Google Suite
- 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

Submit Resume and Cover Letter to:

Joy Oyebefun | Family Resources Coordinator
joy@lincolnasiancenter.org

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