



# Asian Community & Cultural Center

- *Serving ALL Refugees & Immigrants, Celebrating Cultural Heritage*

144 N. 44 Street, Suite A, Lincoln, NE 68503-3701

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[www.lincolnasiancenter.org](http://www.lincolnasiancenter.org)

## Cultural Program Coordination Internship

### **Purpose:**

To learn, practice, and implement program development 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 event planning, 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 the Cultural Program Coordinator in planning our annual community cultural events (One in September, one in February)
- Assist staff in creating program content and participate in implementing programs, such as recruiting performers, requesting funding from sponsors, reserving venues and vendors, creating and distributing flyers, vendor booth arrangement etc.
- 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 program participants, staff, and volunteers
- 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, Google Suite and Internet
- 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
- Perform related duties and responsibilities as required
- Schedule 2-4 hours per week to do general office assistance such as sending emails, filing, and other duties as assigned

### **Submit Resume and Cover Letter to:**

Joy Oyebefun | ACCC Programs Manager  
[joy@lincolnasiancenter.org](mailto:joy@lincolnasiancenter.org)

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