



Youth Program 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, as well as experience other aspects of non-profit management including grant writing, marketing, and case management.

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). *Must be available to work Saturdays.*

Required Duties & Skills:

- Participate in implementing programs for middle school and high school youth, including Life After High School, Boys Community Council, Girls Leadership Council and our new Assistant Youth Leaders program.
- Support Youth Coordinators by assisting with youth program curriculum development, activity planning, database entry, 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.
- 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, 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 human service agencies and other resources to refer services for refugees and immigrants.
- Perform related duties and responsibilities as required.

Submit Resume and Letter of Application to:

katie@lincolnasiancenter.org

**Asian Community & Cultural Center
144 N 44th Street, Ste A**

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