INTERNSHIP DESCRIPTION

Title: Communications Intern
Supervised by: Director of Development & Communications
Timeline: November 2022 through January 2023, with option to renew

Roles and Responsibilities
The primary responsibilities are to assist with the efficient and effective operations of Asian Community Development Corporation’s (ACDC) communications. It is a fast-paced environment with several activities being planned and implemented simultaneously. The communications intern will assist in developing and implementing communications to capture interest, encourage involvement, and gain support for ACDC.

- Create and curate content for social media and email newsletter.
- Schedule social media posts.
- Research social media trends or ideas applicable to ACDC’s work and mission.
- Coordinating with ACDC program staff and volunteers to collect updates for communications.
- Support gathering news clips and broadcast coverage for monthly board reports.

Qualifications
- Some writing experience or interest in learning about writing pitches for print and online communications media.
- Ability to translate strategic thinking into action plans and outputs.
- Strong interest in community work.
- Attention to detail, planning, and organizational skills are essential.
- Excellent oral and written communication skills.
- Ability to prioritize and manage multiple tasks in a fast-paced environment.
- Proactive, self-starter with ability to work both independently and as a team member.
- Experience with Adobe Creative Suite or Canva is preferred.
- Experience in website maintenance is helpful.

Commitment
Available to commit through January 2023, 10 hours per week from Monday – Friday, between 9 am and 5 pm, with option to renew. Flexible around work hours, vacations, and exams/finals. Some weekend hours may be requested on rare occasions for events. Any anticipated increase or decrease in hours worked should be discussed with the Director of Development & Communications in advance.

Compensation
The communications intern will be paid a $14.50 per hour stipend for hours worked.

How to Apply
Please email a resume and 2-3 samples of social media graphics or flyers to Christine.Nguyen@asiancdc.org, cc Rebecca.Leu@asiancdc.org, subject line “Communications Intern.”