



SEARAC FIELD AND OUTREACH INTERN

(Location: Washington, DC)

The [Southeast Asia Resource Action Center](#) (SEARAC) is a national organization that advances the interests of Cambodian, Laotian, and Vietnamese Americans by empowering communities through advocacy, leadership development, and capacity building to create a socially just and equitable society. The Field and Outreach Intern would support the Director of Field and Outreach in implementing strategies in relation to SEARAC's training programs, Partner Outreach, and campaigns. This position is a good fit for someone with strong research skills, high attention to detail, and a passion for social justice.

Primary responsibilities:

- Assist in building infrastructure for SEARAC's advocate outreach program
- Represent and take notes for SEARAC at any meetings related to field or partner relations
- Help to plan and implement SEARAC training events such as LAT, LEAF, and Equity Summit including alumni relations
- Assist in creating and implementing grassroots response with individual advocates and partners to participate in organizational letters, online sign-ons, social media actions, and contact representatives
- Participate in general staff meetings and administrative support duties

Desired qualifications:

- Exceptional and demonstrated writing and editing skills
- Experience conducting research and analysis
- Passion for immigrant and refugee justice
- Demonstrated interest in Southeast Asian American communities and/or community development, social justice, and policy analysis

To apply:

Please submit following materials via e-mail to Kelsey Hendrixson at kelsey@searac.org and include 'Spring Field and Outreach Internship Application' in your subject line.

- A résumé
- A statement of interest
- A short writing sample (5 pages maximum)
- Contact information for one recommendation