



Communications and Field Intern

The [Southeast Asia Resource Action Center](#) (SEARAC) is a national civil rights organization that empowers Cambodian, Laotian, and Vietnamese American communities to create a socially just and equitable society. SEARAC seeks a dynamic, self-starter to assist in amplifying our communications and field efforts. This internship is an excellent opportunity to experience various aspects of communications, fundraising, event planning, outreach, and national advocacy work.

Communications responsibilities:

- Review and monitor news items pertinent to SEARAC's work so that we can respond with comments, letters to the editor, and op-eds in a timely manner
- Work with Director of Communications and Development to manage and generate content for the monthly newsletter, blogs, social media, and marketing materials
- Assist Director of Communications and Development in organizing SEARAC's listserv

Field responsibilities:

- Work with Training Manager to manage logistical planning and execution of SEARAC's Leadership and Advocacy Training (LAT)
- Assist with management and planning of SEARAC's biennial conference, Moving Mountains: A Southeast Asian American Equity Summit
- Work with Director of Field to implement strategies to mobilize individual advocates and partner organizations to sign onto letters and/or petitions, participate in campaigns and social media actions, and to engage with elected officials

General responsibilities:

- Participate in general staff meetings, policy meetings, and administrative support duties

Qualifications:

- Completed or working toward a college degree
- Firm grasp of available tools and platforms in the social media space
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel)
- Proficiency in graphic software and Photoshop highly desired
- Knowledge of HTML
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with press and community contacts

- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multitask, and meet deadlines
- Interest in nonprofit advocacy
- Demonstrated interest in Southeast Asian American communities
- Enthusiasm for SEARAC's mission and work

To apply:

Please submit following materials via e-mail to Kelsey Hendrixson, at kelsey@searac.org and include CA internship application in your subject line.

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