



SEARAC National Policy 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's national policy work covers the areas of *health, education, and immigration*, as it impacts Southeast Asian Americans across the country. The national policy intern would work closely with the immigration and education policy advocates, and be supervised by the Director of National policy to support efforts to advocate for access to affordable, culturally, and linguistically appropriate care, education equity, and immigrant justice. This position is a good fit for someone with strong research skills, high attention to detail, and a passion for social justice.

Primary responsibilities

- Research, analyze, and update data to inform SEARAC's fact sheets, congressional target lists, and other materials as they support federal advocacy
- Represent and take notes for SEARAC at coalition meetings, legislative office meetings, community events, and other policy-related events;
- Help to plan and implement SEARAC events including legislative visits, congressional briefings, community roundtables/calls, and/or addition SEARAC convenings;
- Conduct, summarize, and disseminate research and analysis on the impacts of health, education, and immigration on the Southeast Asian American community;
- Assist SEARAC national policy team with current campaign or projects, as necessary; and
- Participate in SEARAC national policy team meetings, organization-wide meetings, and support with administrative duties.

Desired qualifications:

- Exceptional and demonstrated writing and editing skills
- Experience conducting research and analysis
- Passion for racial equity and social 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 national policy internship application in your subject line.

- A résumé
- A statement of interest

- A short writing sample (5 pages maximum)
- Contact information for one recommendation