



Communications Intern (Location: Washington, DC)

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 efforts. The communications intern would work closely with SEARAC's field and policy teams, and be supervised by the Director of Communications and Development. This internship is an excellent opportunity to experience various aspects of communications, fundraising, outreach, and national advocacy work. The position is a good fit for someone with excellent verbal and written communications abilities and a passion for social justice.

Communications responsibilities:

- Work with Director of Communications and Development to manage and generate content for SEARAC's website, social media (Facebook, Twitter, Instagram, YouTube, etc), and marketing materials.
- Assist Director of Communications and Development in writing and editing of press releases, statements, action alerts, and other communications related to SEARAC's immigration, education, and health policy priorities, in addition to SEARAC's 2020 Census get out the count efforts.
- Review and monitor news items pertinent to SEARAC's work so that the organization can respond with comments, letters to the editor, and op-eds in a timely manner.
- Support the Director of Communications and Development in building out SEARAC's reporter database.
- Participate in general staff meetings, policy and field meetings, and administrative support duties, as well as partner meetings and events as available.

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

Hours:

- Interns normally complete a minimum of 320 hours (32 hours a week over 10 weeks). The number of hours is negotiable depending on the intern's schoolwork load.

Compensation:

- If they meet the minimum requirements, interns may be eligible to receive a \$2,500 stipend upon completion of the internship OR receive course credit, but not both. To receive the stipend, the intern must not be receiving funding from another source, such as a fellowship or another internship program. For more information, please contact the internship coordinator.

To apply:

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

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