



Summer 2022 SEARAC Policy Intern

(Location: Remote)

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 individual to assist in amplifying our policy efforts. The National Policy intern would work closely with SEARAC's National Policy team, and they will be supervised by the Education Policy Manager.

This internship is an excellent opportunity to experience various aspects of research, policy writing, and policy advocacy. The position is a good fit for someone with excellent verbal and written communications abilities and a passion for social justice. Candidates can be located anywhere in the United States and will work remotely with our staff. SEARAC is an equal opportunity employer. Individuals from historically underrepresented communities, such as those formerly incarcerated, from LGBTQ+, and/or with connections to Cambodian, Lu Mien, Hmong, Laotian, Montangard, or other Southeast Asian communities are strongly encouraged to apply. **Anticipated start date is Wednesday, June 1, 2022.**

Policy advocacy responsibilities:

- Draft press statements on issues and political situations relevant to SEARAC's policy priorities.
- Support policy advocacy efforts related fiscal year 2023 appropriations in the areas of education and mental health.
- Provide administrative support for lobbying and advocacy efforts.
- Support SEARAC's annual Leadership and Advocacy Training.
- Draft fact sheets, one pagers, and other documents as necessary to advance SEARAC's policy priorities.

Qualifications:

- Current undergraduate student enrolled in U.S. college or university or an individual with at least six months of volunteer or paid organizing, policy advocacy, or campaign experience.
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel)
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with internal and external stakeholders

Preferred Qualities:

- Background or interested in American politics and federal policy
- Demonstrated interest in Southeast Asian American communities



- Enthusiasm for SEARAC's mission and work

Hours:

The number of hours is negotiable depending on the intern's school work load and needs of SEARAC but will be a minimum of 15 hours per work week and will not exceed 20 hours per work week (SEARAC operates on a 4-day work week schedule, closed on Fridays). This internship is for a 3 month period with an anticipated end date of Wednesday, August 31, 2022.

Compensation:

Interns will be paid \$15.20/hour OR receive course credit, but not both. To receive course credit, please be prepared to send any necessary school forms or documentation to the internship coordinate upon receipt of your offer letter. Interns will also receive 3 sick days to use for paid time off.

To apply:

Please submit following materials via e-mail to application@searac.org and include "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

Application materials must be received by 11:59pm ET Monday, April 18, 2022 for consideration.