



## Spring 2023 SEARAC Communications 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, self-starter to assist in amplifying our communications efforts. The Communications Intern is a **paid intern** who would work closely with SEARAC's Field and Policy teams, and they will be supervised by the Senior Director of Communications.

This internship is an excellent opportunity to experience various aspects of communications, outreach, and national and state advocacy work. 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. **Anticipated start date is Wednesday, March 1, 2023, with a possibility of renewing the internship period to extend through the summer of 2023.**

### **Communications responsibilities:**

- Work with SEARAC's Communications Team to manage and create content, including graphics and/or videos, for SEARAC's website, social media (Facebook, Twitter, Instagram, YouTube, etc), and marketing materials.
- Assist SEARAC's Communication Team in the writing, editing, and formatting of press releases, statements, action alerts, and other communications related to SEARAC's immigration, education, and health policy priorities.
- Support communications needs – such as writing announcements and recaps, creating graphics, and livetweeting – for SEARAC events, calls, and convenings.
- Advance SEARAC's efforts to uplift community stories by outreaching to community members, conducting interviews, coordinating visuals, and writing profiles
- Support the Communications Team 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:**

- Current undergraduate student enrolled in U.S. college or university OR recently graduated from U.S. college or university
- Firm grasp of social media tools across platforms
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel)
- Proficiency in graphic software and Photoshop highly desired
- Proficiency in video editing software highly desired
- 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, and proven ability to prioritize, multitask, and meet deadlines
- Interest in policy advocacy and/or social justice
- 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 Thursday, May 25, 2023.

**Compensation:**

Interns will be paid \$16.10/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](mailto:application@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

**Application materials must be received by 11:59pm ET Monday, January 23, 2023 for consideration.**