

KAC Civic Engagement Intern

Description

The Korean American Coalition-Los Angeles is a nonprofit organization established in 1983 to promote the civic and civil rights interests of the Korean American community.

We are looking for an extraordinary intern who is resourceful, detail oriented and passionate about serving the Korean American community during a critical year. The Civic Engagement Intern will help implement the KAC 2020 Voter Engagement campaign for the upcoming November elections, wrap up KAC's digital 2020 Census campaign, and inspire civic engagement among all generations of Korean Americans through social media.

Commitment: August-December; 20-25 hours/week

Qualifications

1. Minimum of 18 years of age
2. Must be self-directed, driven, detail-oriented, and organized, initiating activities within the framework provided with minimal supervision
3. Ability to effectively manage multiple priorities / activities
4. Ability to work independently and as part of a team
5. Must have experience with social media / marketing
6. Must have extensive research, public speaking, and writing skills
7. Ability to represent an organization in a diverse setting in a professional manner
8. Bilingual (English / Korean)

Responsibilities

- Support KAC Staff in implementing the November [2020 Voter Engagement Campaign](#).
- Support KAC Staff in concluding KAC 2020 Census Campaign, helping publish [August-September Census Content Calendar](#).
- Attend all training and meetings hosted by grantors and government agencies for the 2020 Census and November elections, taking notes on important updates, areas of need, and data-driven best practices in messaging. Take notes and compile into memos on key takeaways for the rest of staff.
- Support KAC leadership development programs and the ADR Center in collaboration with other staff, especially as they intersect

with KAC civic engagement campaigns.

- Collaborate with KAC staff to accomplish organizational goals and deliverables.
 - Greeting and supporting community members over the phone and in-person (both in English and Korean)
 - Conducting intakes and providing support for ADR (Alternative Dispute Resolution Center) cases and work with volunteer and staff mediators
 - Supporting the Executive Director, Board, and KAC staff with miscellaneous projects as requested

Apply

1. Please send in your resume, cover letter and 2-3 references with their contact information to Esther Jung at estherj@kacla.org.
2. Interviews will be conducted on a rolling-in basis.