

Position Available: **Advocacy Intern**
Department: Community and Civic Engagement (CCE) Department
Location: Akron/Cleveland/Remote

SUMMARY

Asian Services In Action (ASIA) is a growing non-profit multi-service agency with two sites (Akron and Cleveland) serving predominantly low-income, underserved, limited English speaking Asian American and Pacific Islander (AAPI) immigrant and refugee populations of all ages. Our mission is to empower AAPIs in Northeast Ohio to enhance their well-being, build their communities, and to improve their self-sufficiency through culturally and linguistically relevant information and services.

ASIA is seeking a skilled and committed intern to work with the Community and Civic Engagement (CCE) Department. The CCE Department supports advocacy and outreach, both locally and statewide, and serves as a central resource for analysis and facilitation of decision-making on the full breadth of issues that may arise across the AAPI community. As an intern with the CCE Team, you will support advocacy work to empower immigrants and refugees in the community through voter registration, voter education, and public health messaging, among others. Additionally, you will support the advocacy work of the CCE Team to establish a Commission on AAPI Affairs in Ohio. You will report to the Community and Civic Engagement Manager.

DUTIES AND RESPONSIBILITIES

- Support outreach goals and expand advocacy capacity of the CCE Team to help raise and leverage resources and position ASIA as a state policy influencer
- Contribute to development of capacity-building resources to support voter registration and education outreach
- Help engage in and monitor partnership activities
- Attend and help in relevant CCE Department outreach events in the area
- Research, compile, synthesize and share voting, among others, statistics and research
- Help the Communication Specialist in communicating information through social media, such as Facebook, Twitter, and Instagram
- Support content development and metrics analysis for CCE Team's outreach venues and events
- Document processes, systems, and lessons learned in advocacy events
- Provide administrative and clerical support in cooperation with the team
- Help with the recruitment of volunteers

QUALIFICATIONS

- Passion for working with diverse communities
- Multilingual (knowledge of Nepali preferred, but not required)
- Professional and approachable
- Sharp communication skills (both written and verbal)
- Preferred experience in community and/or political engagement



- Belief in and commitment to progressive social, racial, and economic justice
- Highly organized and detail-oriented, flexible, and self-motivated/self-starter
- Personal qualities include energy, enthusiasm, motivation, commitment, integrity, humor, optimism, a positive attitude, and ability to motivate and listen to others
- Excellent computer skills, including proficiency with MS Office and OS applications
- Ability to lift 30 lbs., or more
- Valid Driver's License a plus
- Must pass a criminal background check, if 18 years old or above

WHAT IS IN THIS FOR YOU?

As an intern with the Community and Civic Engagement Department, you will gain a deeper understanding of how a non-profit operates, and how in partnership with other stakeholders we can improve our communities and empower its members. You will also gain experience in building and maintaining partnerships with multi-stakeholders, as well as gain insights into creating long and short-term strategies and tactics for policy and advocacy engagement. You will also become well-versed in team dynamics and further sharpen your communication skills.

GENERAL INFORMATION

While the internship is unpaid, the competition is high, and we require any interns to approach the position seriously. To apply send your resume/CV and cover letter to the Community and Civic Manager, Rudin Mucaj, at rmucaj@asiaohio.org. **No phone calls, please.**

Asian Services In Action promotes equal employment opportunities for all applicants and employees. ASIA will not discriminate against any applicant for employment on the basis of race, color, religion, sex, national origin, veteran status, age, sexual orientation, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women, minorities, and disabled are encouraged to apply.

