



# Asian American LEAD

Youth Leadership, Empowerment, and Development

## Mentoring and Volunteer Intern Position Description

**Asian American LEAD Youth Leadership Empowerment and Development (AALEAD)** is a youth development non-profit organization. Our mission is to support low-income and underserved Asian Pacific American youth with educational empowerment, identity development, and leadership opportunities through after school, summer, and mentoring programs. For more information, please visit our web site at [www.aalead.org](http://www.aalead.org).

The AALEAD Mentoring and Volunteer Intern will assist the organization with its execution of the Youth Mentoring and Volunteer Programs. The intern will report to the Youth Mentoring and Volunteer Programs Coordinator.

### Duration

8 weeks; start and end dates are flexible pending mutual availability.

### Time Commitment

- 10-12 hours per week; scheduled during normal business hours Monday-Friday with option to work evenings or weekends for special events.
- There may be flexibility to work from home on specific projects.

### Location

- Washington DC Office: 1029 Vermont Ave NW, Suite 810, Washington, DC 20005
- Additional travel may include events or meetings in DC, MD, or VA and will be covered by a travel stipend of up to \$20 per week

### Duties and Responsibilities

- Become familiar with youth mentoring program fundamentals
- Create marketing materials such as flyers, brochures, and social media graphics to assist in recruitment
- Attend recruitment meetings and events with Mentoring Team staff
- Draft and edit monthly mentor newsletters and communications
- Collaborate with the Mentoring Team staff on event planning
- Review, edit, and update the program documentation
- Enter data into Salesforce, Microsoft Excel, or other database software
- Conduct research on mentoring program and volunteer management best practices
- Perform administrative tasks related to supporting the Youth Mentoring and Volunteer Programs (i.e., sorting files, creating mailers to volunteers and youth, assembling training packets, etc.)

### Qualifications

- Excellent oral and written communication skills
- Proficiency with Microsoft Office and G Suite Applications
- Fast and proficient learner
- Organized with attention to detail
- Strong ability to multitask and work independently
- Commitment to positive youth development
- Sensitivity to the needs of refugee and immigrant children and families

### Preferred Qualifications

- Prior experience in a mentoring program as staff or participant, or volunteer management/coordination
- Prior experience working with or supporting Asian American, immigrant, or youth of color

### Application Process

Send a resume, thoughtful cover letter, and weekly class/job schedule to Vi Bui, Youth Mentoring & Volunteer Programs Coordinator, at [vbui@aalead.org](mailto:vbui@aalead.org). Use "Mentoring and Volunteer Intern" for the subject line.