



Asian American LEAD

Youth Leadership, Empowerment, and Development

College and Career Mentoring Program Intern

Asian American LEAD Youth Leadership Empowerment and Development (AALEAD) is a youth development organization that supports low-income and underserved Asian Pacific American youth with educational empowerment, identity development, and leadership opportunities through after-school, summer, and mentoring programs. Visit www.aalead.org to learn more!

The College and Career Mentoring Program Intern will assist in the administration and operations of AALEAD's College and Career Mentoring Program. The intern will report to the College and Career Mentoring Program Coordinator. **Please note, this is an unpaid position, weekly travel stipend offered.**

Duration

- This eight week internship will start the week of June 17 and end on August 9. The start and end dates are flexible pending mutual availability.

Time Commitment

- Monday – Thursday schedule during normal business hours with a minimum of 25 hours per week.
- Option to work evenings or weekends for special events.

Location

- Washington DC Office: 1029 Vermont Ave NW, Suite 810, Washington, DC 20005. The DC office is accessible via public bus and train transportation. The closest train stations are McPherson Square (orange, blue, and silver lines) and Farragut North (red line). 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

- Support with creation of marketing and recruitment materials such as flyers, brochures, and social media graphics
- Draft and edit monthly mentor newsletters
- Conduct research on college and career mentoring program best practices
- Conduct research on and develop a database of community resources that support immigrant and under-resourced populations
- Review, edit, and update the program documentation
- Collaborate with the team on developing college access and post-secondary planning program resources
- Enter data into Microsoft Excel, Google Sheets, MentorCore, or other database software
- Perform administrative tasks related to supporting the College and Career Mentoring Program (i.e., recording attendance, sorting files, creating mailers, assembling training materials, etc.)
- Attend meetings and recruitment events with mentoring team staff as appropriate
- Deliver a culminating presentation and reflection on their internship experience

Learning Objectives

- Gain insight on the College and Career Mentoring Program and understand how it fits into the overall organization
- Produce communications and marketing materials
- Research and develop resources that are fundamental to the College and Career Mentoring Program
- Explore nonprofit work environment and organizational culture

Qualifications

- Strong attention to detail and ability to multitask
- Proactive and ability to work independently
- Excellent oral and written communication skills
- Sensitivity to the needs of refugee and immigrant children and families
- Prior experience working with or supporting Asian American, immigrant, or youth of color

Application Process

Send a resume, thoughtful cover letter, and weekly class/work schedule to Freidricka Camille, College and Career Mentoring Program Coordinator, at fcamille@aalead.org. Use "CCMP Intern" for the subject line. Competitive applicants will be invited to an interview.