



NORTH CAROLINA
ASIAN AMERICANS TOGETHER



Summer internship 2021

This eight-week virtual internship is designed for young people in NC who want to advance the mission and work of NCAAT and NCAAT in Action while developing their own skills and experience within a nonprofit organization. Our interns will focus in one of three areas: communications, community engagement, and voter engagement & advocacy. The intern will work closely with their supervisor and with the NCAAT and NCAAT in Action staff to develop their own work plan and their personal project. The personal project is an opportunity for the intern to engage with a topic that they are passionate about to create a unique final project. Past interns have created workshops, zines, children's books, lesson plans, and [more](#). The dates for this internship are **June 1st - July 30th, 2021**.

Requirements

- Must be current college students. Graduating seniors are not eligible.
- Priority for this internship will go to students who are either based in or attend a school in NC

Internship components

- Spend 8 weeks total as an intern for NCAAT and NCAAT in Action
- Commitment of 15-20 hours per week
- Attend weekly discussion-based cohort meetings
- Work with a supervisor to create and manage a personal work plan
- Work broadly on policy and advocacy issues pertaining to Asian American youth (ex: racial justice, immigrant justice, democracy reform)
- Attend enrichment webinars from national partner organizations
- Create and implement a personal project that furthers NCAAT and NCAAT in Action's mission of educating or engaging Asian American communities on an issue, policy and advocacy, civic engagement, youth programs, or community engagement
 - *past examples:* hosting a fundraiser with proceeds to pay for naturalization paperwork, creating an informational Caard/Linktree on social justice issues, host a voter registration drive in collaboration with an Asian student group on your campus, creating a social media campaign to run on NCAAT's platforms, etc.
- Focus in one of three areas:
 - **Communications:** The communications intern will assist with writing and editing copy for organization-wide messages and content. This will be an opportunity to learn more and write about state-level and nationwide Asian American organizing and issues. In addition to strong writing skills, the candidate should also have basic knowledge of graphic design to assist with some marketing and branding projects.

- **Community Engagement:** The community engagement intern will support workshop and event planning, program administration, and the expansion of NCAAT's reach beyond the Triangle. If applicable, there will also be opportunities to work with the Working Groups and Queer + Asian Meetups teams. The candidate should be passionate about community building and education, creative, detail-oriented, and a strong writer.
- **Voter Education & Advocacy:** The voter engagement intern will support voter registration and voter education efforts, both in-person and online. NCAAT and NCAAT in Action's goal is to help eligible North Carolina's Asian American voters become lifelong voters and increase Asian American voter turnout in the state. With 2021 being a year for municipal elections, our efforts will focus on helping our electorate understand the importance of voting in local elections.

Internship benefits

- **\$1450 stipend paid in two disbursements**
- **\$200 personal project stipend**
- One-on-one mentoring and guidance from NCAAT and NCAAT in Action staff
- Access to NCAAT and NCAAT in Action resources and network
- Personal and professional development
- Opportunities to grow leadership, advocacy, and community organizing skills

Desired Qualifications

All candidates:

- Commitment to building with and mobilizing the Asian American community in North Carolina
- Commitment to broad-based social justice issues
- Comes from or has experience within the Asian American community
- Works well collaboratively
- Good time and project management
- Familiarity with Google Suite, Zoom, and Canva
- Familiarity with EveryAction/VAN is a plus

Communications intern:

- Strong persuasive writing skills
- Strong copy-editing skills
- Strong research skills
- Ability to create aesthetically appealing and timely graphics using Canva
- Familiarity with style and branding guides
- Familiarity with basic design principles
- Familiarity with brand social media management and marketing

Community engagement intern:

- Strong persuasive writing skills
- Strong research skills
- Experience facilitating events
- Experience with event planning, including remote events
- Experience working or volunteering with diverse AAPI communities
- Familiarity with the diverse NC AAPI communities across the state
- Ability to speak an AAPI language is a plus

Voter engagement & advocacy intern:

- Knowledge of and/or interest in North Carolina's political environment
- Interest in civic engagement and voter advocacy
- Strong writing, editing, and organizational skills
- Excellent communication and digital media skills
- Ability to speak an AAPI language is a plus
- Research and analytical abilities
- Detail-oriented, independent worker
- Experience coordinating events a plus

Intern Responsibilities

Communications intern:

- Creating graphics for social media in Canva
- Writing and editing copy for outward-facing communications, including assisting all programs
- Assisting in scheduling and management of social media posts for the organizations
- Monitoring social media direct messages and alert appropriate staff to respond
- Management of youth newsletters
- Supporting the management of general newsletter
- Facilitating blog submissions
- Helping with updating website and branding materials
- Drafting copy for press releases

Community engagement intern:

- Outreach to AAPI community members across North Carolina
- Administrative tasks for program planning
- Research and create content about NC AAPI communities, relevant issues, and NCAAT / NCAAT in Action community engagement programs
- Support planning and facilitation of workshops and other online events

Voter engagement & advocacy intern:

- Assist in the design and dissemination of educational materials aimed at informing voters on key election dates, processes, ballot content, and voting rights.
- Work with NCAAT and NCAAT in Action's Voter Engagement program team to plan and help run online voter education workshops
- Register new voters in-person at select, relevant sites and community events and online through phone banking and text banking
- Draft social media content related to voter education and engagement
- Administrative tasks as necessary
- Work on special projects for the Voter Engagement program team and other duties as assigned

— Apply at <https://ncaatogether.org/internship-application/> —