



### **Summer internship - A3PCON and Stop AAPI Hate**

The Asian Pacific Policy & Planning Council (A3PCON) is a coalition of over forty community-based organizations serving and representing 1.5 million Asian Americans and Pacific Islanders (AAPIs) in Los Angeles. In March 2020, A3PCON, Chinese for Affirmative Action, and the Asian American Studies Department of San Francisco State University founded Stop AAPI Hate to track and respond to the surge in anti-AAPI violence and discrimination during the COVID-19 pandemic.

A3PCON is seeking a summer intern to work on policy advocacy and development. This is an opportunity to work with a small, close-knit team in a mission-driven, start-up environment. This is not a traditionally structured summer internship program with brown bag lunches and guest speakers.

The intern will report to the Managing Director of Policy. The intern will be expected to work 20-40 hours/week on Pacific Standard Time, for 8-10 weeks, starting in June 2021. (The exact schedule can be worked out between the intern and A3PCON in advance of hiring.) Due to COVID-19, the position is remote, although there may be opportunities to meet in person if the intern resides in southern California. We encourage candidates to secure outside funding (e.g., through your school). Candidates who do not bring outside funding are eligible for a stipend from A3PCON.

#### **Qualifications**

We welcome candidates who are:

- Passionate about serving the AAPI community, building power with communities of color, and fighting for racial equity;
- Familiar with the process of policymaking and/or specific policy areas, such as civil rights, redistricting, education, immigration, or criminal justice;
- Excellent writers;
- Comfortable with role ambiguity and fluid and unpredictable environments;
- Open to direction, learning, and feedback;
- Respectful and communicative with colleagues and coalition partners;
- Willing to pitch in, from bringing your ideas and judgment to the table to rolling up your sleeves to get the work done.

A law degree or graduate degree in policy, either completed or in progress, is preferred but not required.

## **Responsibilities**

The intern's responsibilities may include and are not limited to:

- Conducting policy and legal research;
- Drafting memoranda, internal documents, and public-facing materials;
- Identifying, tracking, and analyzing legislation and other policy initiatives at the federal, state, and local levels;
- Developing policy recommendations;
- Attending meetings, hearings, and briefings;
- Reviewing Stop AAPI Hate data and reports;
- Engaging in related direct service, programmatic, and advocacy work;
- Supporting A3PCON and Stop AAPI Hate staff and volunteers;
- Other projects as assigned.

## **To Apply**

Interested candidates should send an email to Candice Cho, Managing Director of Policy and Counsel, at [ccho@a3pcon.org](mailto:ccho@a3pcon.org) with the subject line "A3PCON summer internship." The email should attach, in one pdf, the following items:

- Cover letter (1-2 pages),
- Resume (1 page),
- Writing sample (3-5 pages), and
- References (2-3).

The cover letter must 1) explain the candidate's interest in the internship; 2) describe any relevant life, educational, and/or work experience; and 3) specify the candidate's availability to work (hours + weeks) and any summer funding already secured.

Candidates are encouraged to apply ASAP as applications will be reviewed and decisions will be made on a rolling basis.