



## PAID – Scholarship Program Internship Available

Incorporated in 1990, the Asian Pacific Community Fund (APCF) is the only community based fund of its kind, generating vital resources and funding through Workplace Giving Programs as well as other channels to support the rapidly growing Asian and Pacific Islander communities. APCF and its 29 affiliate agencies provide linguistically and culturally appropriate health and human services to 225,000 residents throughout Los Angeles County and beyond. Programs and services are provided in 27 Asian languages plus English and Spanish.

The Asian Pacific Community Fund's mission is to cultivate philanthropists to invest in community organizations that empower underserved Asian and Pacific Islanders to prosper. We transform lives and meet the diverse needs of Asian and Pacific Islanders by building healthier communities, developing leaders, creating a stronger voice and providing the foundation for a brighter tomorrow.

***APCF is looking for a highly motivated Scholarship Program Intern who is passionate about the Asian and Pacific Islander community.***

**Position:** Scholarship Program Intern

**Length of Commitment:**

8 months

16 – 20 hours per week with additional hours required around key dates

**Compensation:**

\$1,000 paid at the completion of the internship

**Duties:**

This PAID internship position provides hands on experience overseeing the Asian Pacific Community Fund's scholarship program. This internship is an excellent opportunity for those wishing to develop experience planning and running a program in a non-profit organization.

**Responsibilities:**

- Conduct outreach to Asian and Pacific communities statewide to promote program and encourage submissions
- Write, design and create announcement and flyer
- Assist in development and creation of scholarship application
- Answer questions about programs and assist with application process
- Review, track and conduct due diligence on all applications
- Recruit, train and organize teams of readers to review applications
- Acknowledge receipt of applications
- Notify and communicate with award winners

**Requirements:**

- Fast learner and self-starter with strong project management and organizational skills
- Demonstrated ability to organize and coordinate project with maturity, initiative and timeliness
- Ability to work independently and in a team environment
- Excellent verbal and written communication skills
- Attention to detail is a must
- Intermediate/advanced skills in Microsoft Word and Excel and internet research
- Functional knowledge in creating websites and graphics programs a plus
- College degree or active enrollment
- Minimum of 18 years of age, US citizen or permanent resident status

**Language Skills:**

Must be fluent in English and have excellent writing skills.

Ability to speak, read & write Chinese, Japanese, and/or Korean a plus but not necessary.

**TO APPLY, please email ALL of the following to [HR@apcf.org](mailto:HR@apcf.org) with subject header "SCHOLARSHIP PROGRAM INTERN." Submissions without all 3 components will not be reviewed.**

1. Cover letter
2. Resume
3. 3 References