



## **PAID - Special Events 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 Special Events Intern who is passionate about the Asian and Pacific Islander community.***

**Position:** Special Events Intern

**Length of Commitment:**

8 months

16 – 20 hours per week with additional hours required around the event date

**Compensation:**

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

**Duties:**

This PAID internship position provides hands on experience working in special events coordination for an Asian American non-profit organization and is an excellent opportunity for those wishing to develop skills in non-profit fundraising which is highly sought after in the industry.

**Responsibilities:**

**Primary**

Oversee Silent Auction for fundraising event including donor research, solicitation, tracking, creation of auction displays, bid sheets, auction catalog, etc.

## **Secondary**

Assist with the following:

- Event design & production
- Secure guests, track attendees and process payments
- Program development
- Coordination the day of the fundraising event
- Follow up after the event
- Event website and online marketing and processes

### **Requirements:**

College degree or active enrollment

Excellent verbal and written communication skills

Self-starter with strong interest in the fundraising arena

Ability to work independently and in a team

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.

### **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 "SPECIAL EVENTS INTERN." Submissions without all 3 components will not be reviewed.**

1. Cover letter
2. Resume
3. 3 References