



## ASIAN PACIFIC Community Fund

### Scholarship Program Coordinator Internship

The Asian Pacific Community Fund (APCF) is seeking a dynamic individual to fill its Scholarship Program Intern position. We are looking for someone who is committed to the Asian and Pacific Islander community and has a passion for making a difference through the oversight and execution of this program.

The mission of the Asian Pacific Community Fund (APCF) is to meet the diverse needs of Asian and Pacific Islanders (APIs) by building healthier communities, developing API leaders, creating a stronger API voice, and providing the foundation for a brighter tomorrow. APCF does so by generating funds for its 29 Affiliate Agencies primarily through workplace giving programs and other avenues. APCF's Affiliate Agencies provide programs and services to over 250,000 clients annually in 27 Asian languages plus English and Spanish. Programs and services include youth programs, health care, emergency assistance, affordable housing, violence prevention and much more.

**Address:**

1145 Wilshire Blvd., Suite 105  
Los Angeles, CA 90017

**Website:** [www.apcf.org](http://www.apcf.org)

**Position:** Scholarship Program Internship

**Length of Partnership:** December 1, 2013 – May 1, 2014 (minimum 16 hours/week).

**Summary and Position Responsibilities:** This 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.

**Focus Areas:** Outreach & civic engagement, program planning and management

**Responsibilities:** (May include some or all of the following)

- Conducting outreach to Asian and Pacific Islander communities throughout California, Oregon and Washington to promote program and obtain applications
- Write, design and create announcement and flyer
- Assist in development and creation of scholarship application
- Answering questions about the program and assisting with application process
- Organizing applications as they arrive
- Recruit, train and organize teams of readers to review applications
- Acknowledging applicants of receipt of application
- Notifying award winners
- Additional responsibilities as assigned by supervisor

**Skills/Qualifications:**

## Required:

- Fast learner, critical thinker and ability to thrive in a fast-paced environment
- Self-starter with strong project management and organizational skills
- Demonstrated ability to organize and coordinate project with maturity, initiative and timeliness
- Desire and ability to work with a diverse group of people in the Asian and Pacific Islander communities
- 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
- Ability to manage and update website content
- College degree or active enrollment
- Minimum of 18 years of age
- Must have transportation to attend meetings and events throughout LA County

## Preferred:

- Design experience using Adobe Creative Suite
- Understanding and familiarity of the Asian/Pacific Islander community in Los Angeles County
- Ability to work a flexible schedule (some nights and weekends may be required)

**How to Apply:**

Applications will be accepted until position is filled.

Interested applicants should send cover letter, resume and 3 references with "Scholarship Internship" in the subject line emailed to: Martin Mai, [mmai@apcf.org](mailto:mmai@apcf.org) or faxed to: (213) 624-6406. Please be sure to include ALL requested information (cover letter, resume and references).