



PAID Special Events Internship Available

The Asian Pacific Community Fund (APCF) is seeking a dynamic individual to fill its Special Events 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 resource development for APCF and its 29 Affiliate Agencies in Greater Los Angeles.

APCF was founded in 1990 as an alternative fund for donors to directly support Asian and Pacific Islander communities in need. Today, APCF is a vital link that connects donors to those in need by *building a community of giving* – one donor at a time. For more information on APCF and its Affiliate Agencies, please visit www.apcf.org.

Position: Special Events Intern

Compensation: \$800 paid at the completion of the internship

Length of Commitment:

January 2014 – August 2014

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

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 the Executive Director with the following:

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

This position also allows for exposure to the Asian Pacific Community Fund's 29 Affiliate Agencies providing services to over 250,000 people every year in 27 Asian languages plus English and Spanish in the Greater Los Angeles area.

Language Skills:

Must be fluent in English and have excellent writing skills.

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

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 as 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.

Contact Person: Kristin Cheung, Development Manager

Phone: 213-624-6400 ext. 8

Email: kcheung@apcf.org

Application Instructions:

Please email COVER LETTER, RESUME and 3 REFERENCES to kcheung@apcf.org with subject header "Special Events Internship" or fax to 213-624-6406.

Application Deadline:

Until position is filled.