Position Available: Communications and Development Intern  
Department: Policy, Advocacy, and Development (PAD) Department  
Location: Cleveland, Ohio

OVERVIEW
Asian Services In Action, Inc. (ASIA, Inc.) is seeking two (2) Communications and Development Interns for the Fall Semester of 2018. This opportunity is for a semester or academic year.

SUMMARY
Asian Services In Action, Inc. (ASIA, Inc.) is the leading health and social services organization for Ohio’s Asian American and Pacific Islander (AAPI) community. Annually, the organization serves over 58,000 people providing comprehensive and integrated health and social services and information and resources. ASIA is seeking a currently enrolled college student to serve as an intern under the Policy, Advocacy, and Development Department. This position focuses on the social media relations and crowdfunding efforts, offering the opportunity to learn the strategies and tactics used in fundraising and outreach for a non-profit organization. The intern will work on 3 main projects including fundraising special events, social media management, and website development. The intern will report to the Data and Communications Coordinator under PAD Department.

DUTIES AND RESPONSIBILITIES
● Provide marketing and administrative support to special projects and online fundraisers;
● Identify content and enter/update, track and edit data regularly on the organization’s website, database (eTapestry), and social media platforms (Facebook, Twitter, Instagram, YouTube, LinkedIn);
● Develop strategies and tactics to increase external social media presence among targeted audiences such as social media posts, Facebook Live, Instagram Stories, and video content;
● Help coordinate, compile, and assemble online fundraising campaigns including the Annual Gala marketing and Annual Year-End Appeal Campaign;
● Attend community-based activities and meetings to document organization’s efforts to share with key stakeholders, foundations, and client population;
● Identify, capture and archive relevant new items on the website and other databases as directed;
● Assist in media relations, including drafting press releases and press communications;
● Assist with email communication outreach including e-newsletters, image database management, and creation and editing process for videos;
● Conduct research for various campaigns and initiatives as needed;
● Provide administrative and communications support for the Data and Communications Coordinator;

QUALIFICATIONS
Required
● Ability to lift 30 lbs or more;
● Reliable transportation to and from the office;
● Solid written and verbal communication skills,
● Highly organized and acute attention to detail, flexible, and self-motivated/self-starter;
● Must be adept in working with diverse staff who are multi-cultural and multi-lingual;
• Excellent computer skills, including proficiency with MS Office and OS applications;
• Excellent interpersonal skills both in-person and by phone, with high professionalism;

Preferred
• May require some work on evenings and weekends;
• May require less than 10% of internship to travel across the state with the PAD team;
• Major or specialization in Communications, Public Relations, Nonprofit Management, Marketing, Journalism, English, Business, or relevant experience is a plus;
• Knowledge of AAPI cultures, respect for all cultures, and ability to interact with diverse groups preferred;
• Background check and have a valid Ohio State driver’s license;

CONTACT
Please send cover letter and resume to Brandon Yackey, Volunteer Coordinator (byackey@asiaohio.org) and include “Communications and Development Intern” in the email subject line. Please provide details about your work availability, including days and hours, in the cover letter. Visit www.asiaohio.org. No phone calls please.

This is intended to describe the general nature and level of work, and is not an exhaustive list of all responsibilities, duties, and skills required.