



## **Advocacy Internship Program**

Asian Americans for Community Involvement (AACI), San Jose

### **AGENCY OVERVIEW**

More than forty years ago, a group of citizens gathered together to express discontent and share common concerns about their experiences as Asian Americans. This small group of community leaders founded Asian Americans for Community Involvement (AACI) in 1973. Today, AACI is the largest non-profit organization dedicated to serving Asian Americans in Santa Clara County.

Focusing on the diverse Asian American community, AACI's mission is to improve the health, mental health, and well-being of individuals and their families by providing an array of human services. AACI empowers the Asian American community by working collaboratively for equality and social justice.

### **INTERNSHIP RESPONSIBILITIES**

Intern is supervised by the Director of Advocacy and Advocacy Program Lead. Intern will have an opportunity to focus on advocacy at AACI and within the Asian American community.

Internship responsibilities can include, but are not limited to:

- Research and track local, state and federal legislation
- Prepare information, analysis, and memos to the Board of Directors on legislation
- Assist in the development of advocacy projects
- Assist with administrative duties
- Assist in program recruitment, development and curriculum building for summer LEAD trainings
- Assist in student instruction and workshop facilitation for advocacy programs
- Assist in developing LEAD alumni network projects
- Other duties as assigned

Expectations of Interns:

- Positive attitude and an ability to work as a team with other staff members.
- Willingness to be flexible and work on a variety of tasks.
- Fulfill duties, time commitments and schedule.
- Ability to work in a fast-paced, but friendly environment.
- Strong communication with supervisors about questions, concerns, etc.
- Professionalism in working with other staff and members of the community.

- Dress code (business casual).
- Time commitment of 15 to 20 hours/ week.

## **INTERNSHIP BENEFITS**

An internship at AACI provides individuals with an opportunity to gain exposure to the health and human service and advocacy field within the world of nonprofit organizations. Interns are given significant and meaningful responsibilities at the organization and some of the benefits include opportunities to:

- Build professional skills such as oral and written communications, computer skills, networking, interviewing, and research.
- Learn about health, human service, and other social justice and public policy issues affecting the Asian American community as well as the policymaking process at a local, state, and federal level.
- Learn from staff working in the health and human service field, specifically on the delivery of culturally and linguistically competent services.
- Gain a better sense of the interaction between nonprofit organizations, foundations, government, the private sector and the community.
- Network with other nonprofit organizations and government entities.
- Mentoring and shadowing.
- School credit for internship (depends on school/university requirements).
- Be a part of a professional work environment and have opportunities to participate in staff events and activities including but not limited to annual staff picnic, staff lunches, community service events, etc.
- Make a difference in serving the community.
- Stipend amounts may be awarded to interns based on the amount of funding provided by projects.

## **INTERNSHIP HOURS & LOCATION**

Interns are accepted throughout the year and the hours and schedule is negotiated between the intern and the supervisor. AACI's office is located at 2400 Moorpark Avenue, Suite 300, San Jose, CA 95128.

For more information, please email Ann Marie Tran at [annmarie.tran@aacio.org](mailto:annmarie.tran@aacio.org) or call (408) 975-2730 ext. 425.