



Asian Americans for Community Involvement (AACI)  
**Resource Development Department**  
**Internship**

### **AGENCY OVERVIEW**

Almost forty years ago, a group of citizens gathered together to 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.

Our mission is to improve the health, mental health and well-being of individuals, families and the Asian community by: 1) Providing an array of high quality health and human services; 2) Sharing expertise about the Asian community's needs and best service delivery practices; and 3) Providing Asian leadership in advocating on key health and human services issues.

AACI's diverse services include a primary care medical center, mental health services for all ages, HIV testing, education and prevention, substance abuse treatment, programs for drinking drivers, a Center for Survivors of Torture, health education and promotion, youth services, a domestic violence shelter for women and their children, senior services, community advocacy, and ESL and citizenship classes. AACI has an active board of directors, and a diverse staff of approximately 180 individuals. AACI's multi-lingual staff speaks over 40 different languages and dialects and works with approximately 15,000 clients, Asian and non-Asian, each year.

### **INTERNSHIP RESPONSIBILITIES**

The Resource Development Department focuses on the fundraising, communications and marketing for the organization, communicating opportunities on how community members can get involved and support the work of AACI.

The department is currently seeking interns and responsibilities may include:

- Work with Director and staff on researching fundraising ideas for events and outreach.
- Assist with preparing information, analysis, and reports for the Board of Directors.
- Assist with marketing needs, such as updating the website, Facebook page, printing brochures, creating flyers and posters for upcoming events.
- Help with event planning and preparation.
- Help write and edit articles for the AACI newsletter.
- Research grant opportunities and data for proposals.
- Assist with administrative duties.
- Other duties as assigned.

### Expectations of Interns:

- At least 10 hours/week commitment during the semester of internship hours.
- 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 supervisor about questions, concerns, etc.
- Professionalism in working with other staff and members of a diverse community.
- Ability to maintain confidentiality.
- Dress code (business casual Mon.-Thurs. and casual Fridays).

### **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 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.

### **INTERNSHIP HOURS & LOCATION**

Interns are accepted throughout the year (fall semester/spring semester/summer) and the hours and schedule are 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 or to submit an application, please email [hr@aac.org](mailto:hr@aac.org).