



Administrative Office

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INTERNSHIP OPPORTUNITY

Position: Communications/ Development for a community nonprofit organization

Intern (10 hrs./week, from 9/2017 until 12/2017. (Full school-year internship and summer internship also possible.) Salary: School Credit OR Stipend (\$500)

Summary of Duties:

Unit: Administrative

Positions Available: One

Reports To: Communications Editor

Posting Date: 8/18/2017

- Assist the Communications Editor with writing and editing agency materials
- Assist staff with website updates
- Oversee social media (Multiple Facebook, Twitter, Instagram, YouTube accounts)
- Assist the Development Associate with event planning (including working at events)
- Assist Development Team with donor database
- Help Development Team with administrative duties (filing, copying, mailings, etc.)

Minimum Requirements / Qualifications:

- A High School diploma or equivalent; Some college work;
- Excellent writing, communication and organizational skills;
- Ability to work independently;
- Demonstrable working knowledge of the use and operation of personal computers;

- Ability to learn and use office equipment, including telephone, copier and printer;
- Familiarity with social media, Photoshop, InDesign, a plus;
- Bilingual (Korean/English; Spanish/English), a plus.
- Schedule: 10 hrs./wk. (M,W, F), hours flexible depending on school schedule

To apply, please e-mail: kkim@kyccla.org Please reply by September 11, 2017

Required Documents: • Resume and cover letter