

OAKLAND ASIAN CULTURAL CENTER DEVELOPMENT INTERN

- *Are you interested in Asian Pacific American arts, culture and heritage?
- *Are you interested in working in a non-profit?
- * Do you want to learn more about fundraising for an arts organization?

The Oakland Asian Cultural Center's Development Internship is just for you!

SCHEDULE / HOURS: Tuesday – Fridays, 10 am – 5 pm; 10-15 hours a week, flexible schedule

LOCATION: Oakland, CA

INTERNSHIP LENGTH: 3 – 6 months

ORGANIZATION OVERVIEW:

The Oakland Asian Cultural Center's (OACC) mission is to promote the understanding of Asian Pacific American (APA) arts, culture, and local contributions, give artistic voice to underserved communities, and nurture cross –cultural interchange among Oakland's residents and its surrounding communities. OACC believes that culture and heritage play a critical role in building and fostering vibrant and healthy communities. The Oakland Asian Cultural Center was founded in 1984 by a coalition of volunteers who recognized the need for a strong artistic and cultural force in the Chinatown area. Since opening its own facility in 1996 in the heart of Oakland's Chinatown district, OACC has presented countless, high quality cultural programs including performances, workshops, classes and exhibitions.

Visit www.oacc.cc for more information about the organization.

POSITION OVERVIEW:

The Development Intern will work closely with the Interim Executive Director and Development Coordinator in fundraising and marketing. The position is perfect for someone interested in getting hands – on fundraising experience in a rapidly growing arts organization. The development intern will also be required to cover OACC's front desk during office hours. Some of the tasks include, but are not limited to:

Front desk coverage:

- Answer the telephone and general questions about OACC.
- Greet visitors in a courteous, polite, and professional manner.
- Assist in the collection of class tuition one shift each week.
- Other duties as necessary.

Development tasks:

- Assist in the writing, preparation and submission of grant applications and data tracking.
- Assist in tracking grant information, grant awarding or rejection and expected times of decisions.
- Assist in researching funders and funding opportunities.
- Assist in the organizing and production of fundraising events and campaigns.
- Assist with copy editing.
- Other duties as necessary.
- Assist with the creation of OACC's e-newsletter.

REQUIREMENTS:

Ideal candidates should:

- Be able to commit to a 3 – 6 month long internship.
- Be available Tuesdays – Fridays, from 10 am – 5 pm.
- Be able to work 10 – 15 hours per week, with some flexibility.
- Have some prior exposure to Asian Pacific American arts, culture, and heritage.
- Have an interest in working in fundraising efforts of a non-profit organization.
- Have excellent verbal and written communication skills.
- Have good telephone communication skills.
- Possess basic computer skills, i.e. Microsoft Word, Excel, Filemaker Pro.
- Have an interest in Asian Pacific American arts, culture and heritage.
- Have experience working in a professional setting.
- Be able to work with people of diverse social, economic, and ethnic backgrounds.
- Be able to work independently and be a team player.

TO APPLY: mail or e-mail cover letter and resume to:
ATTN: Development Intern
Jennifer Chu
Development Coordinator
Oakland Asian Cultural Center
388 Ninth Street, Suite 290
Oakland, CA 94607

E-mail: jchu@oacc.cc

NO PHONE CALLS OR ATTACHMENTS PLEASE

Oakland Asian Cultural Center does not discriminate against its community participants, employees or applicants based on race, color, religion, national origin, ancestry, age, mental condition, ability, veteran status, sexual orientation, or any other impermissible basis.