

Position Available: **Graduate Level or Post-Baccalaureate**

Opportunity

Location: **Akron and Cleveland**

AsianServicesIn Action (ASIA) is a growing non-profit multi-service agency with two sites (Akron and Cleveland) serving low-income, underserved, limited English-speaking Asian American and Pacific Islander (AAPI) immigrant and refugee populations of all ages. Our mission is to empower AAPIs in Northeast Ohio to enhance their well-being, build their communities and to improve their self-sufficiency through culturally and linguistically relevant information and services.

ASIA has opportunities for **unpaid graduate-level internships and post-baccalaureate experiences**. Opportunities are often time-limited (at least one school term – one quarter or one semester; preference is for one year commitments, but open to duration on case-by-case basis).

Current or potential opportunities are:

- Assist ASIA to provide oral interpreting and document translation services
- Assist program staff to provide youth tutoring afterschool
- Work with clients to improve their English
- Work with staff to develop ASIA's presence on social networking environment (Facebook and Twitter)
- Shadow and assist staff run support groups, outreach events, and community workshops in the area of community health promotions, mental health, domestic violence and others
- Help low-income clients complete their income tax filing during tax season (January – April)
- Help low-income client apply for public benefits and assist them to access services
- Help ASIA's leadership team with special projects in the area of program development, evaluation, social enterprise, strategic planning, etc.
- And other duties or projects as assigned (based on personal interests and agency's priorities)

Guidelines:

- Graduate level internship is for those in the field of public health, nursing, social work, business/accounting, or public administration who are required to complete one or more school terms (semesters or quarters) for externship, practicum or field experience
- 5-20 hours/week commitment; available some weekends

Qualifications

- Proficiency with or willingness to learn Microsoft Office programs including Outlook, Word, Excel, Publisher
- Excellent interpersonal skills and ability to interact with diverse population/personalities.
- Bilingual, familiarity or proficiency in an Asian language
- Resourceful and flexible; self-starter
- Good written and oral communication skills

General Information

Inquiries should be directed to Mao Vue, Chief Operating Officer at mvue@asiaohio.org. No calls please.