Communications and Operations Intern

Project Title	Communications and Operations Intern
Project Summary	Provide communications support and administrative tasks for USAID's Asian and Pacific American Employee Committee.
Country	United States

Project Description

The U.S. Agency for International Development (USAID) leads the U.S. Government's international development and humanitarian efforts to save lives, reduce poverty, strengthen democratic governance and help people progress beyond assistance. Headquartered in Washington, D.C., USAID has a 9,000 person global workforce.

USAID's Asian Pacific American Employee Committee (APAEC) is an Employee Resource Group (ERG) officially recognized by the Office of Civil Rights and Diversity (OCRD). APAEC's mission is:

--To assist USAID in promoting and establishing effective and equitable participation of Asian Pacific Americans in its workforce.
--To promote a better understanding of Asian American and Pacific Islander (AAPI) cultures, identify Equal Employment Opportunity problems, and seek solutions.
--To work in coordination with other AAPI organizations in promoting the career development and advancement of AAPI's in the federal government through training conferences, developmental workshops, AAPI heritage month events, and networking opportunities.

The Communications and Operations Intern will support the APAEC board of directors and Asian-American community with communications, engagement and administrative tasks. This may include:

--Write blogs, conduct research, and contribute content
--Support production of the APAEC digital newsletter (using MailChimp)
--Assist in organizing and managing virtual events (e.g. webinars, town halls, holiday celebrations)
--Writing and/or copy editing
--Administrative tasks (e.g. keep board meeting minutes).
--Help engage the USAID global workforce in creating awareness of diversity, inclusion, and civil rights, and celebrate AAPI culture and accomplishments.
--Help advocate for issues of concern to USAID's AAPI community.
--Other tasks or activities as mutually agreed upon with the Board.

Required Skills or Interests

Skill(s)
Cultural diplomacy
Editing and proofreading
Marketing
Research
Social media management
Storytelling/blogging/vlogging
Writing

Additional Information

This position will report to the APAEC Board President and work closely with the other four members. The board also works closely with USAID’s Office of Civil Rights and Diversity, Security Office, Agency Senior Leadership, and other ERG’s.

Language Requirements

None