Asian American Senior Citizens Service Center

Undergraduate Intern (General) - Role Description

Please note that the following is our standard description for this role. Modifications can be discussed to fit the requirements for specific academic programs or for individual needs.

Basic Information

Title: Undergraduate Intern

Recommended Applicants: Any undergraduate student that wants to gain general professional skills, has an interest in working with nonprofits, has an interest in community health, and/or has an interest in working with their local community.

Supervisor: Jim Burns (primary) ; Luna Lu (secondary)

Type: Unpaid (must be earning school credit)

Hours/Duration: Recommended hours/duration is 8 or more hours per week for one or more school term(s) (quarter or semester)

Location:

- Primarily in-person in an office setting (850 N Birch St, Santa Ana, CA 92701)
- Some events will be in a community setting (virtual or in-person throughout Orange County, CA)
- Some work may be completed virtually with supervisor's approval

Organization Summary

The Asian American Senior Citizens Service Center (AASCSC) is a non-profit organization, based in Orange County, CA (our center is in Santa Ana), that serves all age groups and all community members through an intergenerational approach with a focus on building a stronger and healthier community. AASCSC works closely with other nonprofits and government agencies to promote community health (including social determinants of health), provide direct health services, and to continuously advocate for our community. At the heart of these efforts is our underlying goal to strive for and ensure health equity within our community.

AASCSC has programs in many areas (and we continue to expand) including:

- Older Adults Wellness
- Mental Health
- CalAIM Services (Housing & ECM)
- Early Childhood Education & Parenting Support
- Adolescent Leadership & Community Service

- Civic Engagement Initiatives
- Stop Asian Hate & Community Safety
- Social Justice & Community Advocacy Initiatives
- And more…

Role Summary

This role is designed for current college students that have an interest in gaining professional development, general office skills, as well as experience with non-profits, community health, health equity, advocacy, and working with a wide range of age groups in a community service setting.

The intern will have regular meetings with their supervisor to discuss their goals and any current projects that they are interested in. Interns may be asked to assist with:

- Sponsorships, grants, and fundraising
- Coordinating with partner organizations/agencies
- Planning events and other AASCSC activities
- Participating in events and other AASCSC activities (may be off-site)
- Assisting community members and those utilizing AASCSC's services
- General office duties and other tasks as assigned by the intern's supervisor

Requirements

- Be at least 18 years of age
- Apply as part of a college program that provides school/academic credit
- Pass an interview, background check, and orientation/training process
- Be able to complete all internship hours during our normal business hours (Mondays-Fridays from 10am-4pm)
- Have stable transportation in order to come to our center and commute to community events as needed

Application Process

Internship offers are made on a rolling basis until our internship program is full for the desired date range. We recommend submitting your application (step #1 below) at least 6 weeks before your school's deadline to allow for enough time to complete the entire application process.

1. Submit the following by email to volunteer@aascsc.org:
    a. Resume
    b. Cover letter (optional)
    c. Desired start/end date for the internship
    d. Any applicable documents/public links that describe your academic program's requirements for an internship (such as total hours required, documentation

required, etc.) - *not required if we have an existing agreement with your academic program*

2. Complete our interview process:
    a. 15-30 minute video call screening with the internship coordinator (Gillian Cheng)
    b. 30-60 minute in-person interview (at our center in Santa Ana, CA) with AASCSC's management team (Jim Burns and Luna Lu)
3. A decision will be sent to you by email within 2 weeks of completing your interview process (step #2 above)