



POSITION:	Communication/operations intern -
CLASSIFICATION:	Paid Intern
LOCATION:	3702 E. Lake Street, Minneapolis, MN 55406
EFFECTIVE:	Summer 2017

AGENCY SUMMARY:

CAPI USA (formerly Centre for Asian Pacific Islanders) has been working with the refugee and immigrant communities since 1982, having about 4,000 participants annually.

A: Communication Projects:

Work with CAPI's Executive Director and Admin to weekly Facebook posting, twitter, and Instagram. Expand CAPI's facebook presence by interacting with supporters and partners. Write success stories from programs each week, Create templates for press releases and update CAPI email blast list agency wide.

Assist in developing an agency-wide communications strategy.

Support in identifying public media messages and regular news angles on the work of CAPI – community engagement

Develop public materials about CAPI's programs, including monthly newsletter, press releases,

Assist in other communications related task as delegated by the Executive Director

B: Operations/Admin:

Work with CAPI's administrative staff/Executive Director to provide admin support in day to day operations, grant management, and other operations duties assigned.

The intern will work directly for 15-20 hours per week with designated staff to assist in the overall operations of CAPI's programs and services. He/she will be responsible for the administration and the implementation of assigned projects to increase CAPI's efficiency and impact. Specific projects will be determined based on the intern's interest and experience.