



1007 West Broadway Avenue, Minneapolis, MN 55411

www.theseadproject.org

SEAD Summer Internship

POSITION DESCRIPTION

The SEAD Project is looking for a self-motivated team player who enjoys the beat of startups and creative community building, community-driven, and holds a social justice lens to help provide operations research, general administrative support, program coordination and work closely with the Executive Director on projects and programs as needed.

Organization Background: Started in 2010, the SEAD Project (Southeast Asian Diaspora) is a social organization on a mission to be an accessible community hub that facilitates the bridge to streamlined pop-up workshops on language learning, meaningful storytelling, cultural exchanges, and knowledge-sharing for Southeast Asian diaspora communities (primarily Hmong, Khmer, Lao, and Vietnamese refugee communities). Through safe and welcoming spaces and creative content, we hope to drive empowerment to plant the seeds of hope and possibility, locally, and globally. Since 2015, SEAD is a legally recognized 501c3 nonprofit organization based in Minneapolis, Minnesota and Vientiane, Laos.

Length of Internship: 3 months (*minimum*). Starting June-August 2018 with flexible end date.

Location: Must be available 2-3 times per week for core working days at our office in Minneapolis.

Hours: Full-time flexibility with minimum of 30 hours per week. Some evenings and/or weekends required.

Benefits: Monthly stipend and transportation reimbursement. Free access to key events, networks, and professional development. Always well-fed compliments of the Executive Director.

Roles & Responsibilities:

- Provide direct administrative support under supervision of Executive Director
- Plan and coordinate logistics, events, and meetings for projects and programs
- Lead as point-of-contact for events, tabling, public relations activities
- Organize office operations and create SOPs and other collateral
- Assist with other tasks related to reporting, research, and programming as needed

Skills & Qualifications: Previous experience in office administration in nonprofits preferred. Highly organized, reliable, committed, problem-solver, multitasker, experience with event planning and project management, technical knowledge of MS Office 2007+, basic data reporting and analytical skills. Must be technically-savvy with excellent communication skills and be able to work with a diverse team of staff and POC communities, especially with Southeast Asian communities.

If interested, please feel free to send questions, letter of interest, resume, and references to:
Chanida Phaengdara Potter at chanida@theseadproject.org.