



1007 West Broadway Avenue, Minneapolis, MN 55411

www.theseadproject.org

612-460-5559

**Creative Community Engagement Internship
Spring 2019**

POSITION DESCRIPTION

The SEAD Project is looking for a creative, dynamic and self-motivated team player who enjoys the beat of a startup environment and is passionate about community building to lead internal and external marketing communications activities, coordinate programmatic support, and drive community engagement. The person in this role will work closely with the Executive Director and Program Manager 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.

Length of Internship: 5 months, from January 14 - May 31, 2019

Location: SEAD Office (2nd Floor) 1007 West Broadway Avenue, Minneapolis, MN 55411

Hours: 10-15 hours per week. Some weeknights and/or weekends are required.

Benefits: Monthly stipend w/ transportation/mileage reimbursement available. Free access to events, networks, and professional development opportunities.

Key Roles & Responsibilities:

- Create and maintain marketing, communications, and engagement materials and activities (website, social media, zines, flyers, infographics, storytelling workshops, etc).
- Coordinate logistics, events, and meetings for projects and programs.
- Lead outreach as point-of-contact for events, conferences, public relations activities.
- Assist with tasks related to reporting, grants research, and programming as needed.
- Provide direct administrative support to Program Manager and leadership team as needed.

Skills & Qualifications: Previous experience in administrative support preferred. Must be creative-thinker, highly organized, reliable, committed, problem-solver, communicative, initiator, multitasker, experience with creative software (Canva, Adobe CS3+), event planning and project management, technical knowledge of MS Office 2007+, basic data reporting and analytical skills. Must be technically-savvy with excellent written and verbal communication skills and be able to work with a diverse team and POC communities, especially with Southeast Asian refugee and immigrant communities.

To apply: send letter of interest, resume, and two references by **January 3rd, 2019** to:
Katherine Nguyen at katherine@theseadproject.org.