



1121 MISSION STREET, SAN FRANCISCO, CALIFORNIA 94103  
1305 FRANKLIN STREET, SUITE 410, OAKLAND, CALIFORNIA 94612

### INTERNSHIP ANNOUNCEMENT

**POSITION: DEVELOPMENT & OUTREACH INTERN**

API Legal Outreach is the largest social justice legal organization serving the Asian and Pacific Islander communities of the Greater Bay Area. Founded in 1975, our mission is to provide culturally competent and linguistically appropriate legal representation to the most marginalized segments of the community including low-income women, seniors, immigrants, and youth. With offices in Oakland and San Francisco, our work is focused in the areas of domestic violence/family law, immigration and immigrant rights, senior law and elder abuse prevention, anti-human trafficking, youth violence prevention, tax, disability rights, housing preservation, tenants' rights, and other social justice issues.

Duties and Responsibilities:

1. Assist with community outreach and education on organization’s services including community presentations, electronic communications, newsletters, and printed materials.
2. Assist with the Annual Fundraising dinner and other events.
3. Solicit and follow-up with potential donors and advertisers.
4. Maintenance of and data entry for databases.
5. Work with media including press releases, newsletters, and public service announcements.
6. General administrative support.

Requirements:

1. Minimum of 8 hours per week now, 20-40 hours per week during the summer and through mid-October, preferably spread throughout week. 7. Some evening meetings will be required.
2. Demonstrated ability to actively pursue fundraising goals.
3. Demonstrated commitment to social justice and to serve disadvantaged API communities.
4. Bilingual and/or bicultural skills preferred.
5. Excellent written and oral communication skills.
6. Word processing, spreadsheet and internet skills required.
7. Ability to manage time effectively and meet deadlines.
8. Ability to be detail oriented and to work independently.
9. Ability to work well in a team oriented, multi-cultural work environment.

Preferred Qualifications:

Successful experience in serving APILO's target populations and working in disadvantaged communities of color. Working knowledge of Salesforce, graphic design software, or similar programs.

This is a volunteer position; a small travel stipend may be possible depending on the time commitment given. If interested please send cover letter with availability, resume, and references to: Personnel Committee, API Legal Outreach, 1121 Mission Street, San Francisco 94103 or [info@apilegaloutreach.org](mailto:info@apilegaloutreach.org). Open until filled.

**An Equal Opportunity Employer Committed to Affirmative Action**