

KAC Marketing Intern

Description

The Korean American Coalition-Los Angeles is a nonprofit organization established in 1983 to promote the civic and civil rights interests of the Korean American community.

We are looking for an extraordinary intern who is resourceful, detail oriented and passionate about serving the Korean American community during a critical year. The Marketing Intern will be responsible for assisting the management of marketing campaigns for KAC's civic engagement outreach efforts and KAC's programs and services. Intern will help create, maintain and expand KAC's digital platforms for our Korean American community across all generations.

Commitment: August-December; 20-25 hours/week

Qualifications

1. Minimum of 18 years of age
2. Must be self-directed, driven, detail-oriented, and organized, initiating activities within the framework provided with minimal supervision
3. Ability to effectively manage multiple priorities / activities
4. Ability to work independently and as part of a team
5. Must have experience with social media / marketing
6. Must have extensive research, public speaking, and writing skills
7. Ability to represent an organization in a diverse setting in a professional manner
8. Bilingual (English / Korean)

Responsibilities:

- Manage KAC digital platforms day to day. This includes creating, publishing and promoting social media campaign content, engaging social media followers, and participating in digital conversations to disseminate relevant KAC resources.
- Create bilingual outreach content and material, including but not limited to videos and advertisements, social media graphics, printed collateral (flyers, posters, brochures, etc), and press releases.
- Help create KAC email campaigns to disseminate government resources, COVID-19 resources and updates on KAC

programs/services.

- Support KAC leadership development programs and the ADR Center in collaboration with other staff, especially as they intersect with KAC civic engagement campaigns.
- Collaborate with KAC staff to accomplish organizational goals and deliverables.
 - Greeting and supporting community members over the phone and in-person (both in English and Korean)
 - Conducting intakes and providing support for ADR (Alternative Dispute Resolution Center) cases and work with volunteer and staff mediators
 - Supporting the Executive Director, Board, and KAC staff with miscellaneous projects as requested

Apply

1. Please send in your resume, cover letter and 2-3 references with their contact information to Esther Jung at estherj@kacla.org to Esther Jung at estherj@kacla.org.
2. Interviews will be conducted on a rolling-in basis.