



## Chinese American Citizens Alliance – Los Angeles Lodge

### 2018 Community Action Leadership Internship Program

The Community Action Leadership Internship Program was established in 2015. It is a paid, ten-week projects-based program sponsored by C.A.C.A. Los Angeles. The program will begin Tuesday, May 29, 2018, and end on July 31, 2018. Interns will receive a stipend of **\$1,000.00** (U.S.) per intern, made possible through a grant from C.A.C.A. Los Angeles Community Action. Two interns, called “Summer Associates,” will engage in hands-on major projects that further the Purposes and Objectives of the nation’s oldest civil rights and social advocacy organization for American citizens of Chinese ancestry:

- pursuing the highest ethics, morals, and values,
- practicing and defending American citizenship and American patriotism,
- bettering the economic and political opportunities in our communities,
- preserving historical and cultural traditions, and
- assuring the education of our youth and community.

Interns will gain applicable experience for future involvement with C.A.C.A. and/or other nonprofit community organizations.

#### Major 2018 C.A.C.A. Los Angeles Lodge Projects

Summer Associates will participate in the following projects:

- Assist with the annual C.A.C.A. –L.A. 60<sup>th</sup> Anniversary Luncheon, which will be on Sunday, June 17, 2018
- Assist in the C.A.C.A. History and Archives project
- Assist with C.A.C.A.’s Annual Oratorical Speech Contest, tentatively scheduled in July
- Assist in the production of the monthly *C.A.C.A. Times of Southern California*
- Assist in the preparation of monthly members’ meetings (first Saturday of each month)
- Take field trips to offices of elected officials or allied community partners
- Attend APA organizational meetings involving C.A.C.A.
- Create and complete a Special Project that Summer Associates must agree upon jointly at beginning of the internship, with the assistance of the Internship Program Leads, and complete on or before end of the internship.
- Other tasks jointly agreed upon by interns and coordinators.

## PROGRAM DETAILS:

<b>Number of Interns</b>	<b>1<sup>st</sup> Intern</b>	<b>2<sup>nd</sup> Intern</b>
<b>Application Deadline</b>	<b>May 2, 2017</b>	
<b>Period</b>	May 28 – July 31, 2018	May 28 – July 31, 2018
<b>Compensation</b>	<b>\$1,000.00</b> for each intern for ten-week period	
<b>Benefits</b>	<ul style="list-style-type: none"><li>• Automatically become full members of the C.A.C.A. - Los Angeles Lodge. C.A.C.A. Los Angeles will cover first-year annual membership dues.</li><li>• Receive an official C.A.C.A. letter from Los Angeles Lodge for proof of meeting program objectives, provided they fulfill them within the ten-week period.</li><li>• Flexible working hours</li></ul>	
<b>Location</b>	C.A.C.A. Los Angeles Lodge 415 Bamboo Lane, Los Angeles, CA 90012  Note: From time to time, Summer Associates may meet at other locations, to be arranged with intern coordinators.	

## ELIGIBILITY:

- College students or recent high school/college graduates
- Must have a passion for and commitment to civil rights, social justice, community organizing, history and preservation and education for the Asian and Pacific Islander (API) community
- Prior experience in community service will be considered: examples are public interest work, civil rights, voter engagement drives and community empowerment advocacy
- A strong work ethic and professional demeanor

## DUTIES:

**Depending on assignment, duties include, but are not limited, to the following:**

- Submit a weekly time sheet outlining the tasks performed on a weekly basis
- Write an article for the *C.A.C.A. Times of Southern California*. Topics can range from the intern's experience and involvement with C.A.C.A., review of an event, or addressing an issue of concern to the membership.
- Assist in the production and assembly of the newsletter for mailing.
- Assist in the preparation for, and attend C.A.C.A. Los Angeles Lodge monthly general meetings
- Miscellaneous office duties (i.e., filing, copying, organizing, preparing for events). Light to moderate lifting.
- Assist with the annual Oratorical Speech Contest

## **APPLICATION SUBMISSION:**

Applications and support materials must be submitted by **Wednesday, May 2, 2018, 11:59pm PST**. Applications should be emailed to Rick Eng, Internship Program Lead, at [cacalalodge@gmail.com](mailto:cacalalodge@gmail.com). Finalists will be notified of the time and location of interviews no later than Wednesday, May 9, and selected Associates will be notified no later than Wednesday, May 16.

If you have questions, or need more information about the program, and to download an application, please visit [cacanational.org/htmlPages/los\\_angeles\\_lodge.html](http://cacanational.org/htmlPages/los_angeles_lodge.html). You may also call or email the Internship Program Leads as shown:

## **CONTACTS:**

George Carney, Internship Program Lead  
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626-818-9571

Rick Eng, Internship Program Lead  
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Established in 1895, the Chinese American Citizens Alliance (C.A.C.A.) has fought against racial discrimination, defended civil rights, opposed anti-immigration movements and countered efforts to marginalize American Chinese culture and heritage. Each of the chartered lodges across the U.S. is dedicated to enhancing civic pride, supporting community services and promoting responsible citizenship.