

CIVIC ENGAGEMENT INTERNSHIP (UNPAID)

[Chinese Information and Service Center \(CISC\)](#) is seeking **4 Civic Engagement Interns** (**2 Chinese**-speaking and **2 Russian**-speaking) to support 2020 Census outreach and complete count efforts. This is a great opportunity for students who are interested in working with immigrants and refugees and encouraging civic participation among the historically underrepresented communities. Our goal is to educate and empower our immigrant communities with information and support, and ensure that they understand the importance of representation and know how to exercise their civic duty.

Responsibilities:

- Assist the Civic Engagement Coordinator to coordinate efforts and implement outreach activities, such as informational workshops, Census questionnaire assistance, community events, etc.
- Create ways to encourage civic participation, dispel doubts and alleviate fears about the privacy and confidentiality of census data
- Develop and translate communications materials to inform community members about 2020 Census
- Participate in the Complete Count Committee meetings consisting of key Chinese and Russian-speaking community leaders in King County
- Attend related trainings on 2020 Census
- Collect and input data for reporting and program evaluation
- Perform other duties as assigned by the Civic Engagement Coordinator

Requirement:

- Must be at least 18 years of age and enrolled in a 2-year or 4-year college
- Must be fluent in English and Cantonese, Mandarin or Russian
- Strong communication skills (oral, writing and presentation)
- Detail-oriented, empathetic, patient and a team player
- Proficient in MS office suite (Word, Outlook, Excel, Publisher, PowerPoint)
- Willing to travel to East King County for outreach and meetings
- Access to reliable transportation is a plus
- Experience working with immigrants and refugees is a plus
- Experience developing marketing and promotional materials is a plus

| | |
|------------------------------|---|
| Position Type: | Internship |
| Desired Class Levels: | Junior and above (negotiable) |
| Salary Level: | Unpaid – for credit |
| Job Function: | Civic Engagement/ Community Outreach / Education |
| Time Commitment: | 10-15 hours per week |

About CISC:

CISC support immigrants and families by creating opportunities for them to succeed, while honoring their heritage. Our agency's service philosophy is to use a holistic approach with bilingual/bicultural staff to provide developmentally appropriate services to individuals, families, and groups within our community. The focus is first on stabilizing, then strengthening our community members through strength-based skill building. The ultimate goal is for each client to reach their maximum potential as quickly as possible, and become self-sufficient, contributing members of the community.