

ALC Internships/Volunteer Information Form

An undergraduate internship at the Asian Law Caucus offers a unique opportunity for students interested in public interest work to volunteer and gain exposure to a community law practice. Undergraduates are generally assigned tasks in administration and fundraising and are supervised by both legal and non-legal staff. Bi-lingual interns are also often assigned work in the underlying core program areas.

Requirements: Outstanding administrative/clerical skills are essential as this is the core foundation for any type of work. Language skills are not required, but are definitely a plus. Bilingual interns will be assigned accordingly to program staff depending on language ability.

The undergraduate internship also requires a minimum one semester commitment of at least 12 hours per week. You must be available during regular office hours from 9am-5pm. Very often, undergraduates can receive college credit or meet course requirements for volunteering.

Examples of tasks in each of the internship areas are as follow:

Program Area

- translate for clients
- community outreach and education
- maintain program archives/databases
- update informational brochures
- assist in Community Education presentations
- translate Community Education materials into Asian languages
- write reports, draft documents such as letters and press releases
- research
- Video Editing
- Graphic Design and Photoshop

Administration

- answering phones/reception
- opening/closing cases – obtaining key information to ensure files are complete
- Access data entry
- filing
- information & referral
- word processing - letters, memos, pleadings
- web management, desktop publishing, graphic design, DOE
- any other general clerical duties

Fundraising

- donor file data entry - using Donor Quest
- fundraising source research
- topical research - background information for proposals
- special events – mailings, follow-up calls, data entry for registration database, etc.
- other miscellaneous duties

Please email your completed application and resume to mariamh@asianlawcaucus.org. We will be in contact upon review of your application. Thank you for your interest in Asian Law Caucus.

ALC Internships/Volunteer Application Form

Today's Date: _____

Applicant Information

Name _____
Address _____
Email _____
Tel. # _____

Availability

Days you are available _____
Approximately how many hours per week? ____ Hours (minimum of 12 hours/week)
What kind of time commitment can you make? ____ Months (minimum one semester)
What date can you start? _____
Preferred schedule (i.e., Mondays and Wednesdays, 9:00 am-12:00 pm)

Education

What is the last school you attended? _____
What level/year did you complete? _____
Are you currently attending school? __Yes __ No (If no, skip to next question)

School _____
Year in School _____
Major _____

Employment

Are you employed? __Yes __ No (If no, skip to next question)

Occupation _____
Employer: _____ Full-time Part-time

Language Skills

Do you read, write or speak any other languages? Yes No
(If no, skip to next section)
Please list languages and level of skill: - i.e., Cantonese, fluent

Read _____
Write _____
Speak _____

Special Skills

Do you have computer or word processing skills (i.e., Excel, Access, Word)?
Yes No If yes, please list _____

Additional Questions

Please describe why you are interested in interning at the Asian Law Caucus:

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Do you have any skills that you would like us to be aware of? Please describe.

Do you have other skills or interests we should know about? (i.e. photography, web design)

Anything else you'd like us to know?

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