



Summer 2023 - Community Engagement Intern Chicago Asian Americans for Environmental Justice

Employment classification - Non-exempt

Work hours - Part-time, 10 hours a week

Salary - \$20 per hour

Internship starts: June 5

Internship ends: August 18

Deadline to apply: May 19, but interested applicants should apply as soon as possible as we will stop accepting applications when all intern positions are filled.

Chicago Asian Americans for Environmental Justice (CAAEJ) is a group of progressive Asian Americans in the greater Chicagoland area working towards environmental justice. We aim to center the people most impacted by environmental injustice and provide an Asian American voice in the environmental justice movement.

The Community Engagement Intern position offers opportunities to gain hands-on experience in community organizing, learn about environmental justice issues, and develop leadership skills. Our goal is to empower the interns to engage with the local community, recruit new members to our organization, and work on projects that align with our campaigns and objectives. This position will also support CAAEJ monthly meetings and general administrative work. The Community Engagement Intern will work with CAAEJ's steering committee and volunteer members to carry out the organization's campaigns and initiatives. This position requires strong organizational skills, as well as the ability to prioritize and multi-task. There will be opportunities for leadership and community organizing development.

PLEASE NOTE: Many of CAAEJ's meetings and events are remote due to COVID. In-person events we attend or host usually take place outside and, in almost all instances, with masks on. Those in this role will work with CAAEJ steering committee members to continue to create covid safe protocols for our organizing efforts.

Summary of Duties:

- Coordinating and conducting canvassing and tabling for CAAEJ activities
- Outreach on safe soil practices in the Chinese community in Chinatown, Bridgeport, and McKinley Park
- Plan and execute a public community education event
- Build relationships with CAAEJ steering committee and general members

- Support the communications chairs in creating social media content for CAAEJ's Facebook and Instagram accounts
- Be informed of environmental issues

Required Qualifications:

- Based in the Chicago area
- Ability to work some evening and weekends, adaptability for flexible schedule
- Bilingual Chinese and English - ability to speak in both languages (Any of the following: Mandarin, Cantonese, Taishanese/Toisan)
- Comfortable working in diverse settings and facilitating culturally relevant programming
- Ability to manage multiple projects and responsibilities with consistent follow-through
- Independent and self-motivated, also able to work in teams
- Strong writing, verbal, and facilitation skills, particularly for discussing social justice and politics in accessible ways

Preferred Qualifications:

- Familiarity and connection with the Chinatown/Bridgeport/McKinley Park area

How to Apply

- Applicants should submit a resume, one-page cover letter, and optional work example to the CAAEJ steering committee at caaej.info@gmail.com with the subject line: *Community Engagement Intern Application*. Please email if you have any questions regarding job description.
- Cover letter should include:
 - Why you are interested in working with CAAEJ
 - Any relevant experiences and your connection to the causes supported by our organization

CAAEJ is an equal opportunity employer that does not discriminate on the basis of race, color, nationality, ethnicity, disability, gender identity or expression, sexual orientation, religion or belief system, pregnancy status or related medical conditions, or any other status protected by law. People of color, people with disabilities, working-class people, and LGBTQ²IA people are highly encouraged to apply.