

2019-2020 San Mateo OCA Internship Descriptions

Period

- From July 2019 till August 2020

Qualifications

- High school student who is enrolled in a San Mateo County high school
- Will be starting Sophomore or Junior year in Fall 2019

Benefits

- Great exposure to internal workings of a non-profit organization dedicated to the social, political, and economic well-being of Asian Pacific Americans (APAs)
- Learn from and network with successful leaders of the community
- \$500 stipend at the end of internship with *satisfactory* performance
- Letter of recommendation or reference as appropriate (upon request)

Requirements

- Attend intern meetings, as requested
- Approximately 4-6 hours of off-site work per month is anticipated
- Must be able to attend planned San Mateo OCA events during the internship
- Provide support at events - social, social justice, and community as requested
- Support board members on various duties related to the organization's mission
- Assist and plan events with supervision
- Able to work independently.

Internship Job Description

- Write articles and prepare 3 newsletters for publication; familiarity with newsletter program
- Please include a copy of your written work. School essays, or homework examples fine
- Work on APA issues and coordinate with other organizations as needed
- Create abbreviated content for the website, Facebook, etc. as needed
- Create flyers & other visuals as needed
- Work with other local high school students (YOCA) in San Mateo County
- Assist in planning and providing support for events
- Work on other printed or published materials as needed
- Requires the ability to work independently, but with supervision.

Application deadline: **May 6, 2019**

Interviews: May 9, 3-6pm; May 11, 12-4pm; May 13, 3-6pm; and May 16, 3-6pm
Qualified applicants will be contacted to set up interviews.

Please submit a letter of recommendation from a teacher or your counselor with the application to:

San Mateo OCA, P.O. Box 218, San Mateo, California 94401
or email to ocasanmateochapter@gmail.com

**San Mateo OCA Internship Application
2019-2020**

Name: _____

Address: _____

Phone: _____

Email: _____

School Name: _____

Expected graduation date: _____

Current/Accumulated GPA: _____

School, extracurricular activities, and other interests (attach another sheet if necessary):

Why do you consider yourself a good candidate for this internship?

What are your personal goals?

Additional comments:

Please use additional sheets if needed; thank you.