

Internship: Business Development Center

Ready to Make a Difference Next Semester

The Pacific Asian Consortium in Employment (PACE) is seeking a dynamic, self-starter to assist with marketing and outreach efforts. PACE is a community development organization that creates economic solutions to meet the challenges of employment, education, housing, the environment and business development in the Pacific Asian and other diverse communities. Annually, PACE serves over 40,000 low-income individuals; since our founding in 1976, we have worked with over 1.1 million LA County residents.

This internship is an excellent opportunity to build upon the skills you've learned in the classroom through real-world hands-on work experience at an established and one of the largest nonprofit community development organizations. Throughout the 3 month internship, you will have the opportunity to work directly with Program Directors, community partners and clients to develop materials and campaigns to further the mission of PACE Business Development Center. You will play an integral role in the expansion of our social media presence and community outreach. You will also assist in tracking, analyzing, and data reporting.

Responsibilities

A Day in the Life...

- Work closely with Marketing Specialist to gather departmental marketing data
- Assist with drafting, designing and/or distributing success stories, media alerts, flyers, and other marketing materials
- Update and maintain PACE's social media presence across various platforms
- Outreach to community partners, entrepreneurship events, general public to raise awareness and solicit support of PACE's mission

Qualifications

What we are looking for...

- Firm grasp of tools and platforms in the social media space (FB, Twitter, Instagram, etc)
- Strong, effective and persuasive communicator, both written and verbal
- Must be proficient in Microsoft Office (i.e., Excel, PowerPoint, etc.); Proficiency in Adobe Create Suite and Photoshop highly desired. Knowledge of HTML and graphic design a plus.
- Self-motivated; good organizational skills; detail-oriented; ability to prioritize, multi-task and meet deadlines
- Passion for nonprofit community development and commitment to achieving a triple bottom line

Required Education

Rising college junior or senior (or graduate student) with strong academic performance at a top 4-year university. Preferred Major(s): English, Marketing/Communications, Public Relations, or Business

Additional Information

- The approximate dates of this internship are August 2017 through November 2017. Candidates with availability during the fall semester may continue through December 2017 (some flexibility)

- Candidate must be available to work at least 10 hours/week. Flexible on days, 4-6 continuous hours when in the office.
- This is a nonpaid internship. School credit may apply.
- Able to provide own housing and transportation in the Los Angeles area.
- Must possess unrestricted work authorization
- Must be at least 18 years of age

PACE Overview

Since our beginning in 1976, as an organization dedicated to helping disadvantaged Asians and refugees from Southeast Asia, PACE has dynamically grown to serve many different communities and ethnic groups throughout Southern California. PACE programs now operate in more than 20 different locations in Los Angeles County with headquarters located in the city of Los Angeles. While PACE has retained much of its focus on employment, we now tackle the full array of problems and challenges that speak to the quality of life of low-income, minority and immigrant people throughout the region. We continue to help place people in jobs, help small businesses grow through technical assistance and lending capital, ensure that children aged 0-5 are ready for kindergarten, weatherize homes and install solar panels, and provide affordable housing.

Business Development Department Summary

The Department oversees every aspect of small business development, from licensing to training to financing.

Application Process

Interested applicants should **submit a cover letter and resume** to our HR dept.

Cover letter should answer:

- 1) Tell us a little about yourself
- 2) Why the nonprofit world
- 3) What you hope to accomplish from this internship

Applicants selected for interview must complete a PACE application form. Resumes are not accepted in lieu of PACE's application form. Faxed applications are also not acceptable. Interested individuals may obtain an application from PACE Human Resource Department.

PACE is a private not-for-profit corporation that provides employment, small business assistance, Education, housing and other community services in the Los Angeles City and County areas. PACE is an equal opportunity and affirmative action employer.