



## JOB DESCRIPTION

Job Title: Community Engagement Intern  
Supervised By: Community Engagement Team (CET) Lead  
Supervises: None  
Classification: Exempt  
Date: Summer 2024

### Organizational Summary

KAN-WIN works to eradicate gender-based violence through comprehensive, survivor-centered services, education, and outreach to Asian American communities and beyond. To learn more about our programs, go to [www.kanwin.org](http://www.kanwin.org).

Studies have shown that women, nonbinary folks, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications described in a job description. We are committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay! We strongly encourage all interested candidates to apply.

### Internship Summary

The Community Engagement Intern is responsible for assisting KAN-WIN's Community Engagement Team (CET) in advancing the grassroots movement against gender-based violence in Asian American and Asian immigrant communities in the Chicagoland area. Interns will be provided with training, tools, and resources to educate their communities and personal networks about gender-based violence issues and available services. Interns are expected to brainstorm, support, and execute projects and campaigns to organize Asian American communities to take action against gender-based violence.

### Details

The internship will be from **June to August**. The length of internship duration is flexible and will be hybrid. Part-time and full-time internships are both available. We request interns either have their internships count towards class credit, volunteer hours, or be funded through an outside grant or source.

### Potential Projects:

Interns will work closely with the Community Engagement Team Lead and team members on one of the following projects. Interns may also have the opportunity to work on an independent project based on a topic that is not already listed below.

- **Co-facilitation and Coordination of KAN-WIN's Youth Peer Advocate Leadership Program**, a summer program training high school-aged young people to lead community education and advocacy efforts addressing gender justice issues in their communities
- **"Comfort Women" (CW) Advocacy**: Educational material development, community education, event coordination, and annual Global Action Day programming and outreach

- More information about KAN-WIN's CW Advocacy can be found at [www.comfortwomen-justice.com](http://www.comfortwomen-justice.com)
- **Educational Material Development:** Research & composition of training materials on topics such as transmisogyny, connecting military sexual violence in Asia to anti-Asian misogyny, and reproductive justice
- **Independent project on a topic not listed above**

**Expectations:**

- Receive training on gender-based violence from KAN-WIN and actively engage with training materials
- Develop trauma-informed, culturally and structurally specific educational materials that support KAN-WIN's survivor advocacy
- Attend weekly or bi-weekly meetings with internship supervisor on project and other activities
- Collaborate with Community Engagement Team members on internship projects
- Actively assist Community Engagement Team members in program and campaign development, and participate in related activities/events
- Strategize and conduct outreach to schools, community organizations, student organizations, and personal networks to raise awareness of community engagement programming and victim/survivor services and issues
- Research and compile resources for use in future programs and campaigns
- Track activities and hours

**Qualifications:**

*Required*

- Leadership skills
- Ability to take initiative, propose ideas, and ask questions
- Effective oral and written communication skills
- Demonstrated ability to work in multiethnic and intergenerational team settings
- Ability to recruit for, mobilize, and facilitate group discussions
- Interest in gender justice, racial justice, and immigrant justice

*Desired*

- Bilingual in one Asian language
- Skills in one or more of the following: video editing, website design and development, graphic design, marketing/social media, research
- Vehicle for transportation

**Work Environment:**

- Hybrid working environment.
- This role routinely uses standard office equipment such as computers and phones.
- While performing the duties of this job, the employee is regularly required to talk or hear.
- Some travel to off-site locations in the Chicago metro or out-of-the-area travel area may be required.
- Workplace is a smoke- and drug-free environment.
- Equal Opportunity Employer. Decisions and criteria governing the employment relationship with all employees are made in a non-discriminatory manner, without regard to race, ethnicity, creed, religion, color, sex, sexual orientation, gender identity or expression, age, national origin,

citizenship status, military service and/or marital status, order of protection status, handicap, disability, or any other factor determined to be unlawful by federal, state, or local statutes.

**How to Apply:** Applicants should email the following materials in one consolidated PDF to Community Engagement Team Lead Abbey Zhu ([azhu@kanwin.org](mailto:azhu@kanwin.org)) by **May 12, 2024**:

- 1-page resume
- Cover letter that includes responses to the following:
  - How did you learn about this posting?
  - Why are you interested in interning for KAN-WIN?
  - Specify which of the qualifications you possess
  - Which of the listed project(s) are you interested in?

Please specify "Application for Community Engagement Intern" in the subject line.