

2013 GRASSROOTS INTERNSHIP PROGRAM

Overview

The Korean American Civic Empowerment (KACE) is now accepting applications for its 2013 Grassroots Internship Program. Become a part of KACE as an intern this summer as we register, educate, and mobilize the Korean American community. Through this unique program, our summer interns will learn: (1) the importance of registering Korean Americans as voters; (2) the important issues the Korean American community faces today; and (3) the process of organizing and mobilizing the Korean American community. Our program is specifically devoted to developing all the inherent skills of our interns as they go out and experience firsthand what it takes to help and support the community.

This is a 32-week unpaid, part-time equivalent program, from April 5th through November 8th, which features individualized leadership training, the opportunity to meet community leaders in small group settings, exploration of community and cultural issues as they apply to Korean Americans, and career advice in a wide range of public service professions including government, law, business, journalism, non-profit management, and politics. **Interns are expected to average approximately 250 clock hours over the course of this program.**

Applications will be accepted until 5PM, February 28, 2013. If pre-selected, the applicant will be contacted for a one-on-one interview in early March.

The internship is composed of three sessions: pre, main, and post session. Pre-session will start on April 2th and end on June 21st. Interns will be expected to contribute at least 3 hours a week, for a total of at least 36 hours. The main session will begin on June 17th and end on August 30th. For the summer, interns are expected to clock in at least 20 hours a week, totaling at least 220 hours. The post-session will begin on August 20th and end on November 9th. Time requirement per week is at least 3 hours a week, for a total of 36 hours or more. If interns do participate in all three sessions, they will have 260 service hours or more.

At the end of the internship program, interns will be eligible for the President's Volunteer Service Award. After earning 175 hour or more, interns will be nominated for the Silver President's Volunteer Service Award. If 250 credit hours are earned, interns will be nominated for the Gold President's Volunteer Service. In addition to these awards, interns will be eligible for citations and recognition from local congress and council members, as well as recommendation letters from KACE for their work.

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Eligibility

High school juniors and seniors, college students, and graduate/professional school students are all eligible to apply. Applicants will be selected based upon the following factors:

- ◇ Commitment to serving the Korean American community
- ◇ Ability to relate well with people of all backgrounds, age, creeds, and gender
- ◇ Ability to work consistently and patiently for long term team efforts
- ◇ Ability to work under strict time constraints and meet deadlines
- ◇ Willingness to extend their help and go long distances even on weekends
- ◇ Communication and interpersonal skills
- ◇ Bilingual skills (English and Korean preferred)

The intern is required to meet and exceed performance expectations just as would any other employee. These expectations would include punctuality, responsibility, reliability, productivity, team participation, and specialized knowledge.

Application Process

Applicants are required to fill out the attached application and provide the following:

- ◇ Original copy of most current school transcript
- ◇ Copy of school identification (Front & Back)
- ◇ Original copy of personal statement
- ◇ Resumé (optional)

Failure to send any of the required documents will result in the automatic rejection of the whole application. All the required documents must be received no later than **February 28, 2013, 5 PM** at:

Korean American Civic Empowerment
3520 147th Street, #2D
Flushing, NY 11354

20 candidates will be pre-selected to be contacted and scheduled for a final **one-on-one interview and personal skill evaluation during the first two weeks of March.**

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Personal Statement

Your personal statement must be typed using the following formatting:

- ✓ **Margins:** Top: 1"; Bottom: 1"; Left: 1"; Right: 1"
- ✓ **Line Spacing:** Double
- ✓ **Font:** Times New Roman 12

A minimum of 4 full pages is required for your personal statement following the topic below. It must be an original copy which is to be submitted along with the application form.

Before you proceed, please make sure to read the summary of the immigration reform and simple introduction on grassroots activism to help gain an understanding about what you will write about.

Summary of Immigration Act (S.1): <http://goo.gl/K9gTk>

New York Times Editorial: <http://goo.gl/TYYkl>

The Citizen's Handbook: http://vcn.bc.ca/citizens-handbook/0_1_Intro.html

Personal Statement Topic:

Many people recognize that the American immigration system is broken: It turns away too many skilled workers, separates too many families, and keeps millions of undocumented people at the edges of society. President Barack Obama made a strong statement in support of immigration reform during his second inaugural address. Recently, an influential, bipartisan group of Senators reached a deal outlining a comprehensive immigration measure. The key to immigration reform is providing a pathway to citizenship for 11 million undocumented immigrants who are unable to get right with the law. New York and New Jersey are known as popular destinations to thousands of undocumented Korean immigrants.

As a community leader, analyze this issue and elaborate upon the steps you will take to alleviate this issue. Create and explain a specific grassroots activity plan that you can help Korean immigrants and the community in a local setting.

If you have any questions, please visit our website at www.kace.org or email internship@kace.org. **Phone calls will not be accepted.**

"Working for the Future of Our Community"



KOREAN AMERICAN CIVIC EMPOWERMENT

시 민 참 여 센 터

KACE.ORG

New York: 35-20 147 Street, Suite 2D, Flushing, NY 11354
Tel: (718) 961-4117 / Fax: (718) 961-4603

New Jersey: 144 Main Street, Suite 201, Hackensack, NJ 07601
Tel: (201) 488-4201 / Fax: (718) 961-4603

2013 GRASSROOTS INTERNSHIP PROGRAM APPLICATION

Answer all questions fully and accurately. Sign and date the certification at the end of the application. Only hard-copy paper applications, which include original ink signatures, will be accepted.

Name [Last, First]

Date of Birth [MM/DD/YY]

Mailing Address [Street, City, State, Zip]

Home Phone

E-mail

Mobile Phone

Name of School

Level

Major / Concentration

School Address [Street, City, State, Zip]

Expected Date of Graduation (MM/YYYY)

Foreign Language Proficiency / Fluency

Organization / Activity	Position / Responsibility	Date (MM/YY)

I certify that all of the statements in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signature of Applicant [Blue or Black Ink Only]

Date