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NATIONAL CAMBODIAN AMERICAN ORGANIZATION (NCAO)
A NONPROFIT ORGANIZATION

Promoting Khmer Identity, Pride & Unity

A Community Resource Directory Development Project

Internship Opportunity

Part-time (5 hours per week)

The National Cambodian American Organization (NCAO), a non-profit organization dedicated to the empowerment and advancement of the Cambodian American community, is seeking an undergraduate intern to support the work of our national organization in the development of an online Community Resource Directory. The ideal candidate is a self-starter and team player with a high sense of responsibility and resourcefulness, and the ability to accomplish given duties on time.

Responsibilities:

The NCAO Intern will be responsible for leading the development of an online community resource directory of Cambodian American community and faith-based organizations and student associations. Under the direct supervision of a member of the Board of Directors, the intern will map community resources and build an online database. This online directory will be an important resource for individuals and organizations seeking access to social services, information, and assistance.

To complete this project, the intern, on occasions, will be asked to conduct phone and email outreach to communities and to participate in project related meetings.

Work Requirements:

Ability to commit to a minimum of 5 hours per week (remote work)

Internet proficiency

Experience or aptitude for online research

A computer and reliable high-speed internet connection

Benefits:

This is an unpaid internship.

This internship qualifies for the Berkeley Asian American and Asian Diaspora Studies 197 Field Studies credit, contingent upon faculty approval. Berkeley students should inquire of their departments about other possibilities of receiving credits for this internship.

About NCAO

The National Cambodian American Organization (NCAO) is a non-profit organization dedicated to serving Cambodian American communities. Our national Board of Directors is comprised of committed community leaders and professionals with in-depth knowledge of nonprofit work and experiences in various fields, and who believe in giving back to our communities.

NCAO initiates, coordinates, and supports activities that help advance public policy and awareness, research, and advocacy on critical issues pertinent to the Cambodian American community such as health, education, social and economic development, religious and cultural preservation, and civic engagement. We also provide assistance and support to Cambodian American community groups in their organizational and community development work, as well as serve as a central, coordinating body for Cambodian American communities, groups, and organizations, a

platform for articulating a national Cambodian American voice, and an information clearing house for the Cambodian American community.

For inquiries about the internship or to express your interest in the position, please contact Dr. Connie Mom-Chhing | WA | Email: momchhing@msn.com | www.nationalcao.org