

Community Research Intern

South Asian American Policy & Research Institute (SAAPRI)
4753 North Broadway Street, Suite 502, Chicago, Illinois 60640

About SAAPRI

The South Asian American Policy & Research Institute (SAAPRI) is a non-profit, non-partisan organization established in 2001 with the mission to serve South Asian Americans in the Chicago area, by using research to formulate equitable and socially responsible policy recommendations. SAAPRI's work has included research and policy initiatives on civic engagement, hate crimes, access to health care, economic development, and immigration.

SAAPRI conducts research on emerging issues of importance to South Asian Americans in response to community needs. Projects are designed to create dialogue and better understanding, drawing from SAAPRI's expertise in community-based research and collaborations with partner organizations, academic institutions, and community members.

SAAPRI advances public policy by responding to community issues and formulating data-driven solutions. SAAPRI voices the community's concerns to public officials at the local, state, and national levels; conducts outreach to community members and media; works strategically in cross-racial coalitions; hosts public forums; and participates in speaking engagements to various audiences.

Position Summary

The primary purpose of the 2018 summer internship is to support the development of SAAPRI's South Asian American Digital Public Square project through research, data collection, and community outreach. The outcome of this project will be a webpage that includes an interactive South Asian American community asset map and opportunities for community members to become active citizens. The map will include data layers of South Asian demographic information (population, age, income, ethnicity, etc.) and the locations of social services, businesses, faith-based and cultural institutions that serve as resources for the South Asian American community in the Chicagoland area. Additional aims for the summer internship include supporting SAAPRI in day-to-day activities. This includes, but is not limited to, additional research projects, community outreach activities, program development, event management, and communications.

Core Responsibilities

- A. Digital Public Square (Community Asset Map) Project
 - i. Build and update an existing list of current and historical South Asian organizations and gather demographic data through desk research.
 - ii. Assist with the planning and recruitment of participants in 4 community focus groups to gather input on how users would like to use the web platform.
 - iii. Assist with the creation of the community asset map web platform, including website design and/or content management. The intern has the potential opportunity to go through ArcGIS training to help the team develop the digital map and data layers.

2018 SUMMER INTERNSHIP JOB DESCRIPTION

- iv. Promote the community asset map by developing marketing materials including press releases, social media posts, publishing content on the SAAPRI website, and circulating information within our institutional networks.
- B. Assisting in other day-to-day SAAPRI activities as needed**
 - i. Support the development of programming related to civic engagement, hate crime prevention, immigrant rights, or other focus areas.
 - ii. Assist with the planning and execution of community outreach events related to the areas mentioned above.
 - iii. Sharing SAAPRI content through our newsletter, social media posts, updating the SAAPRI website, and drafting press releases

Community Impact

The Digital Public Square Project would serve as a resource that helps connect South Asian Americans to organizations, informing and empowering the community by making it easier to recognize the collective resources and opportunities available to them within their immigrant neighborhoods and beyond. The web platform is aimed to increase civic engagement, connect people to services, strengthen the community, and build collective power. The Community Research Intern would be set to play a key role in conducting research, managing databases, assisting with the development of the web platform, community outreach, and marketing of the project.

Internship Schedule, Conditions, & Benefits

A. WORK SCHEDULE

- i. The internship will begin on Monday, June 18, 2018 and end Friday, August 10, 2018.
- ii. The Community Research Internship is a full time (35 hours/week) position.
- iii. This position will require some travel within Chicagoland for SAAPRI events such as community forums and workshops.
- iv. Tasks assigned to this position will often be completed independently, allowing for flexibility to complete projects remotely outside of the SAAPRI office.

B. SALARY

- i. The Community Research Intern shall receive a \$3,360 salary distributed biweekly for the duration of employment.

C. BENEFITS

- i. Illinois Campus Compact and Tyson Foods, our internship sponsors, will provide an in-person orientation and three professional development opportunities to the summer intern.
- ii. The intern will have opportunities to personally engage with professionals at organizations partnered with SAAPRI including other non-profits, research institutes, law firms, government agencies, social service organizations, and more.
- iii. The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.

D. CAREER DEVELOPMENT

- i. Working knowledge and understanding of nonprofit community engagement and other dimensions (communications, fundraising, programming, event planning, research) of working at an immigrant and community-focused policy and research organization

2018 SUMMER INTERNSHIP JOB DESCRIPTION

- ii. Exposure to working with and for underserved and vulnerable populations in Chicago, including immigrant and refugee groups

E. SKILL DEVELOPMENT

- i. Research and database management
- ii. Understanding of GIS mapping technology and community asset mapping
- iii. Communications: Website development, social media management, drafting press releases, outreach to media, engaging project stakeholders
- iv. Program development and event planning
- v. Increased knowledge of community engagement strategies

F. PERSONAL GROWTH AND DEVELOPMENT

- i. Increased confidence in working both independently and as a part of a team.
- ii. Competencies pertaining to working in a culturally diverse environment
- iii. Adaptability, problem-solving skills, and development of a personal work ethic when oftentimes resources may be limited in the nonprofit sector
- iv. Ability to investigate your career interests and prospective career goals

Eligibility & Qualifications

- A. Must be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior, or senior in the fall of 2018.
- B. Successful candidates will have a demonstrated interest in social and policy issues that affect immigrant and underserved groups in Chicagoland, including those that impact the South Asian community.
- C. An interest and/or coursework in research methods, political science, communications, journalism, public relations, nonprofit management, and/or organizational development is preferred.
- D. Strong written and oral communication skills, outstanding organizational abilities, and attention to detail are essential.
- E. Experience with data collection, database management, website development, social media, event planning, or photography is desirable.

HOW TO APPLY

Please email the following materials to SAAPRI's Executive Director, Dhara Puvar, at dhara@saapri.org with the subject line *SAAPRI Summer Internship Application*. **Applications will be reviewed on a rolling basis and will close on Friday, April 6th, 2018.**

- A. Resume
- B. Cover letter addressing your interest in research and/or policy issues that affect the South Asian community and how this internship will help you achieve your future goals.
- C. Writing sample