



6930 Carroll Avenue, Suite 506  
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**SUMMER 2015 INTERNSHIP ANNOUNCEMENT  
POLICY INTERN, PROGRAMS INTERN, AND COMMUNICATIONS INTERN  
PART-TIME OR FULL-TIME  
Priority Deadline: May 24, 2015**

South Asian Americans Leading Together (SAALT) is a national, nonpartisan, non-profit organization that elevates the voices and perspectives of South Asian individuals and organizations to build a more just and inclusive society in the United States. SAALT is located in Takoma Park, MD (near Washington, D.C.) and is accessible by the metro. See our website at [www.saalt.org](http://www.saalt.org) or email us at [info@saalt.org](mailto:info@saalt.org) for more information.

SAALT's internships enable students to promote the civic and political engagement of South Asians in the United States. We encourage applications from undergraduate, graduate, and law students who are self-motivated and committed to working toward social change in your community.

The following internships are available for Summer 2015 at SAALT's office in Takoma Park, MD:

**Policy Intern**

The policy intern will support SAALT's policy advocacy work by:

- Tracking various policy issues – including immigration reform and executive action on immigration, racial profiling and civil liberties, voter suppression and language access, and gender equity
- Researching legal and policy issues to develop community education and advocacy materials
- Assisting with advocacy efforts with congressional offices and administrative agencies
- Attending Hill briefings and coalition meetings

**Programs Intern**

The programs intern will promote the mission of SAALT's community mobilization, partnerships, and leadership development work by:

- Providing support for program development and implementation, including research and writing
- Supporting program preparation involving conference calls, research, and planning for events around the country
- Assisting in community outreach, recruitment of event co-sponsors, and advertising for community events across the country

**Communications Intern**

The communications intern will support SAALT's social media and communications work by:

- Assisting with projects that include media components, including planning media roll-outs; drafting and editing press releases and other media submissions; and making press calls and pitches
- Drafting content highlighting SAALT's work to share with national membership and other stakeholders via listservs and other forms of distribution



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- Maintaining ethnic and mainstream media lists

### **Qualifications**

- Excellent verbal and written communications skills
- Knowledge of Microsoft Word, Excel, PowerPoint, and other basic programs
- Experience with high-volume email management
- Keen attention to detail and resourcefulness
- Ability to handle multiple tasks and projects (individual and team-based) in a rapid-paced work environment
- Understanding of issues affecting immigrant or South Asian communities
- Interest in learning more about the non-profit sector and developing professional office skills

*NOTE:* All interns will provide policy, programs, or communications and general support to programs such as the *Young Leaders Institute* and *Be the Change*.

### **Compensation**

Summer 2015 interns will be provided a modest stipend. SAALT can also work with potential candidates to arrange for class credit. We encourage a commitment of at least 24 hours per week for 10–12 weeks. Part-time and full-time internships are available.

### **How to Apply**

Please e-mail your cover letter demonstrating your qualifications, resume, and 1–3 page unedited writing sample *as a single PDF file* to [info@saalt.org](mailto:info@saalt.org) and indicate “Policy Internship,” “Communications Internship,” or “Programs Internship” in the subject line. Applications will be accepted and interviews conducted on a rolling basis. Priority consideration will be given to applications received by **May 24**. Only potential candidates will be contacted. *No calls, please.*

***SAALT is an equal opportunity employer.***