



Chinese-American Planning Council, Inc.

2009 Summer Internship Program

CPC's Summer Internship Program debuted in 2008 with a team of ten interns who planned, promoted, and implemented the agency's biennial Walkathon. The Internship Program is in line with the mission of CPC: to improve the quality of life of Chinese Americans in NYC by providing access to services, skills, and resources toward the goal of economic self-sufficiency and integration into the American mainstream. CPC was founded in 1965 in response to the growing number of Asian immigrants in New York City. It has since become the largest nonprofit provider of social service for Asian Americans in the U.S., serving thousands of people daily through over 100 programs spread through Manhattan, Brooklyn, and Flushing.



Two 2008 interns with participants of CPC's Child Care Division.

Goals

1. To provide interns with a solid understanding of Chinese and Asian American communities in NYC.
2. To develop leadership, communication, and professional skills in interns which will equip them for their future careers.
3. To encourage interns to pursue careers in the non-profit sector, specifically organizations that serve the Asian American community.
4. To strengthen our community by investing in young people who will in turn give their knowledge, time, skills, and finances in service of the community.

During the course of the internship, interns will assist key managerial and administrative staff with special projects to support the operations of the organization. They will also participate in a series of brown-bag lunches which focus on topics relevant to non-profit work and community development. Through these and other activities, interns will gain a solid understanding of the dynamics of Chinatown and Asian American communities in NYC.



2008 Summer Interns with Management staff.

Qualifications

CPC seeks to assemble a diverse team of Administrative and Special Projects Interns. Applicants should possess excellent communication skills, a commitment to community service, and the ability to successfully navigate multi-cultural environments. They must work well independently and as part of a team. CPC also wants interns who are flexible, creative, and get along well with others.

Applicants must have a solid understanding of how to use Word, Excel, and Power Point; technology and media skills preferred; bilingual ability a plus. CPC will consider college-age students, recent graduates, and high school students who demonstrate exceptional maturity.

"I've had countless eye opening moments...[it] has established another sense of social consciousness within me."

2008 CPC Summer Intern

Application and Selection

Submit a completed 2009 CPC Summer Internship Program Application with a cover letter, resume, and letter of recommendation. See the application for more details. Selected applicants will be invited to an interview at our Central office (150 Elizabeth St. NY, NY).

Important Dates

- April 3** Deadline for
~~March 27~~ Applications
- April 8-** Interviews
April 18
~~March 30~~ —
~~April 10~~
- April 27** Final Decision
~~April 20~~
- June 3** Internship Start Date
~~May 20~~
- August 11** Internship End Date
~~July 28~~

FAQs

How long is the Internship?

10 weeks. The program starts May 20, 2009 and ends July 28, 2009.

What is the Internship Program schedule?

Interns will work Monday-Friday, from 10am-6pm, with occasional nights and weekends.

What if I will be out of town, on vacation, or not yet done with school during the dates of the Internship?

Please indicate this in your application and discuss with the Internship Program Coordinator at your interview. CPC will consider applicants who must miss some or parts of the Internship due to previously planned circumstances.

Is there a stipend?

In previous years, Summer Interns have received a small stipend to help with living expenses. This year's stipend amount is yet to be determined.

Do I have to be Chinese-American or from NYC to apply for this internship?

No! We welcome a diverse intern team who want to learn and are open to being challenged.

What if I have more questions?

Please contact Melinda Faust, Internship Program Coordinator, at mfaust@cpc-nyc.org or (212) 941-0920 x150.

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2009 Summer Internship Program

May 2009-July 2009

CPC is now accepting applications for the 2009 CPC Summer Internship Program!

The CPC Summer Internship Program is an 8-10 week long program which aims to develop leadership skills and provide hands-on non-profit experience to talented youth and young adults.