Summer 2022 - Community Engagement Intern
Chicago Asian Americans for Environmental Justice

Job Title - Community Engagement Intern
Employment classification - Non-exempt
Work hours - Part-time, 10 hours a week
Salary - $20 per hour
Deadline - Priority deadline 5/1/2022
Two positions available

Chicago Asian Americans for Environmental Justice (CAAEJ) is a group of progressive Asian Americans in the greater Chicagoland area working towards environmental justice. We aim to center the people most impacted by environmental injustice and provide an Asian American voice in the environmental justice movement.

The Community Engagement Intern will be primarily responsible for coordinating and conducting canvassing, tabling, and other outreach to the Chinese community in Chicago about environmental issues, particularly safe soil practices in home gardening. This position will also support CAAEJ monthly meetings and general administrative work. The Community Engagement Intern will work with CAAEJ's steering committee and volunteer members to carry out the organization's campaigns and initiatives. This position requires strong organizational skills, as well as the ability to prioritize and multi-task. There will be opportunities for leadership and community organizing development.

PLEASE NOTE: Many of CAAEJ's meetings and events are remote due to COVID. In-person events we attend or host usually take place outside and, in almost all instances, with masks on. Those in this role will work with CAAEJ steering committee members to continue to create covid safe protocols for our organizing efforts.

Summary of Duties:
- Coordinating and conducting canvassing and tabling for CAAEJ activities
- Outreach on safe soil practices in the Chinese community in Chinatown, Bridgeport, and McKinley Park
- Represent CAAEJ at coalitional meetings and delivering report backs to CAAEJ steering committee
- Build relationships with CAAEJ steering committee and general J members
- Support the communications chairs in creating social media content for CAAEJ's Facebook and Instagram accounts
**Required Qualifications:**
- Based in the greater Chicago area
- Ability to work some evening and weekends, adaptability for flexible schedule
- Bilingual Chinese and English - ability to speak in both languages (Mandarin, Cantonese, and/or Toishanese are acceptable)
- Comfortable working in diverse settings and facilitating culturally relevant programming
- Ability to manage multiple projects and responsibilities with consistent follow-through
- Independent and self-motivated, also able to work in teams
- Strong writing, verbal, and facilitation skills, particularly for discussing social justice and politics in accessible ways

**Preferred Qualifications:**
- Familiarity and connection with the Chinatown/Bridgeport/McKinley Park area
- Some digital organizing experience, including but not limited to website management, producing and maintaining social media content

**How to Apply**
- Applicants should submit a resume, one-page cover letter, and optional work example to the CAAEJ steering committee at caaej.info@gmail.com with the subject line: *Community Engagement Intern Application*. Please email if you have any questions regarding job description.
- Cover letter should include:
  - Why are you interested in working with CAAEJ
  - Any relevant experiences and your connection to the causes supported by our organization

CAAEJ is an equal opportunity employer that does not discriminate on the basis of race, color, nationality, ethnicity, disability, gender identity or expression, sexual orientation, religion or belief system, pregnancy status or related medical conditions, or any other status protected by law. People of color, people with disabilities, working-class people, and LGBTQ2IA people are highly encouraged to apply.