

Unpaid Administrative Assistant & Internship

Location: Preferably Long Beach, CA; can work remotely

**Does not need to identify as Blasian to apply*

Who We're Looking For:

We are looking for creative, motivated, passionate team players who align with the values of the organization and possess the mental & emotional resilience to pursue racial and cultural unity through diversity. This position is a 6 months commitment minimum.

The Opportunity

Blasian Narratives (*of Mixed Collective Media*) is looking for motivated and diligent Administrative Assistant/Interns to provide direct support to the Executive Director, as well as secondary support to the executive board. As an Administrative Assistant/Intern, you will have the opportunity to gain experience in the administrative operations of a multimedia grassroots organization to ensure the productivity, maintenance, and efficiency of Blasian Narratives and Mixed Collective Media, all the while advancing its mission and vision. Assistants and Interns will be expected to work 5 hours a week, excluding any mandatory meetings with the executive board or general members.

Responsibilities of the Administrative Assistant/Intern (including but not limited to):

- Creating and maintaining schedules and calendars
- Disseminating information from the Executive Director to any relevant parties.
- Maintaining correspondence with BN/MCM members, clients, and other relevant parties via phone and/or e-mail
- Writing and editing letters, articles, and other written works

Experience & Skills

- Self-starter and Initiator
- Strong writing and communication skills
- Ability to multi-task in a deadline-driven environment
- Excellent time management skills
- Ability to handle confidential and sensitive information
- Experience in an administrative support capacity a plus

Attributes

- Creative
- Supportive
- Team Player
- Self-driven and proactive
- Detail Oriented
- Strong commitment to quality work and consistent productivity

How to Apply

Send a cover letter, resume, and a short writing sample (~150 words) to Jivan Atman, Executive Director, at blasianproject@gmail.com. Please include Administrative Assistant & Internship in the subject line of your email.