



## **Cambodian American Community Council of WA**

Empowering, Elevating, and Strengthening Khmer-American Community Since 2015  
4555 Delridge Way SW, Seattle, WA 98106

# **Now Accepting Applications: Paid Internship with the Cambodian American Community Council of Washington**

## **CAMBODIAN AMERICAN COMMUNITY COUNCIL OF WASHINGTON (CACCCWA) – Assistant Program Coordinator**

The **Cambodian American Community Council of Washington (CACCCWA)** is a nonprofit grassroots organization dedicated to strengthening Cambodian American communities by promoting educational support, cultural appreciation and recognition, and building space for intergenerational and intercultural connections. Since 2020, CACCCWA has managed approximately \$2 million in grant funding from both the public and private sectors, addressing key issues in the community ranging from business support to digital equity and important public awareness teaching community members about disaster prevention programs and health risk management for seniors. Programs managed by CACCCWA to date:

- **Small Business Resiliency Network (SBRN)** – Supporting BIPOC small businesses through technical assistance and outreach.
- **Digital Navigator Program** – Expanding digital access and literacy within the Cambodian community.
- **Washington State Microenterprise Association (WSMA) Project** – Providing resources and support for microbusinesses.
- **Department of Labor & Industries (L&I) Small Business Project** – Helping small businesses navigate labor laws and compliance.
- **City of Seattle Office of Emergency Management (OEM) Initiative** – Enhancing community disaster preparedness.
- **Eastside For All's Build for Belonging Initiative** – Strengthening belonging and equity in Eastside communities.

CACCCWA seeks a **temporary, part-time Assistant Program Coordinator** for **Spring 2025** to support community engagement, outreach, and program development. This internship provides an opportunity to gain hands-on experience in nonprofit work while making a meaningful impact in the Cambodian American community.

### **Position Details:**

- **Start Date:** March 31st
- **Duration:** Approximately three months
- **Hours:** Maximum 4 - 6 hours per week
- **Hourly Rate:** \$20.76 per hour



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- **Work Location:** Hybrid – in-person at the **CACCWA office (4555 Delridge Way SW, Seattle, WA 98106)** and online

### **Key Responsibilities:**

- Assist in developing and distributing outreach materials (flyers, presentations, resource guides)
- Support planning and facilitation of **community workshops and events**
- Engage with **Cambodian-owned businesses** to share valuable resources
- Help the **Digital Navigation Team** with data collection and reporting
- Assist in **Digital Navigation classes** and provide participant support
- Attend **meetings**, take detailed notes, and assist with follow-ups
- Assist the CACCWA Board Secretary with note-taking, file organization, and other administrative tasks related to board members' activities.
- Promote CACCWA's mission of **cultural preservation, inclusiveness, and community empowerment**
- Perform other tasks as assigned by the Executive Director or program leads

### **Minimum Requirements:**

- Must be a **current UW undergraduate senior or graduate/professional student**
- Must be familiar with **social media** for outreach and engagement
- Must have **reliable transportation** for occasional travel in Washington State

### **Preferred Qualifications:**

- Ability to speak **Khmer or another Southeast Asian language** is preferred but not required

### **How to Apply:**

Interested candidates should send a **resume and cover letter** to [nathalie.chan@caccwa.org](mailto:nathalie.chan@caccwa.org) and [mwal7@uw.edu](mailto:mwal7@uw.edu)

**Priority deadline:** March 21, 2025