



10770 Columbia Pike,
Suite 300-E17
Silver Spring, MD 20901

Tel. No.: (301) 588-6862
(301) 588-5868

Summer Nonprofit Internship

The Maryland Vietnamese Mutual Association (MVMA) welcomes rising high school juniors and seniors, rising undergraduate, and undergraduate students to apply for internships to support our organization's work this summer. The internship will run from June through August with flexibility in dates. Applications are currently being accepted on a rolling basis.

Responsibilities Include:

- Support our communications efforts across channels and media. Tasks include working on the monthly newsletter, assisting with press releases and communicating with media, monitoring media coverage of issues pertaining to our local Vietnamese American community and compiling news clips, & developing content for social media channels such as Instagram and Twitter/X
- Collaborate with MVMA staff to research and identify potential funding sources that align with our mission and programs
- Assist in carrying out administrative responsibilities such as data entry and completing reports
- Support the overall mission and goals of MVMA through various projects and tasks as assigned

Qualifications Include:

- Strong attention to detail, research skills, & written, oral, and interpersonal communication skills. Ability to work in a team setting
- Passion for community service and advocacy
- Knowledge of Microsoft Word and Excel and other basic computer skills
- Demonstrated ability to organize, prioritize, and complete work independently
- Previous experience working or volunteering in a non-profit organization is beneficial, but not required
- Bilingual in English and Vietnamese is also preferred, but not required

Physical Demands Include:

- Sitting for extended periods at a desk and using a provided desktop or laptop computer
- Occasionally lifting and carrying up to 15 pounds

Hours:

Full-time or part-time, hours are flexible. Interns will work primarily in-person, with the opportunity for some remote days. Fully remote internships may be considered.

COVID-19 Policy



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All employees and interns will be required to be fully vaccinated against COVID-19, unless a reasonable accommodation based on a disability or sincerely held religious belief is requested and approved by MVMA.

Compensation:

Internships are unpaid, however student service learning hours and academic credit is available to students.

How to Apply:

- Send a resume with the subject line “Summer Intern” to: vivian.nguyen@mdvietmutual.org. Cover letters are also welcome and will strengthen your application, but they will be considered optional material. Applications are currently being accepted and reviewed on a rolling basis.
- If selected for an interview, applicants will be required to attend an initial interview via video conference.

For more information, please visit mdvietmutual.org.

About Us

MVMA is a community-based nonprofit organization dedicated to advancing the Vietnamese American community in the Washington, D.C. Metropolitan area through direct services, advocacy, and education. MVMA implements three cornerstones in its approach:

1. Empowering families and seniors through direct services and providing access to government and private programs;
2. Advocating for social and economic equality by building awareness, capacity and solidarity within the community;
3. Unifying multiple generations of Vietnamese Americans by promoting cultural traditions, history, art and language.