



OCA-GREATER LOS ANGELES

www.oca-gla.org | info@oca-gla.org | (213) 250-9888
1145 Wilshire Blvd., 1st Floor, Los Angeles, CA 90017

Greater Los Angeles *EMBRACING THE HOPES AND ASPIRATIONS OF ASIAN PACIFIC AMERICANS*

2017 Chiyo Tanaka Okamoto (CTO) Summer Internship Announcement OCA–Greater Los Angeles

Internship Summary

OCA – Greater Los Angeles (OCA-GLA) is seeking two (2) energetic and resourceful students 18 years of age or older to serve as CTO interns for the summer. CTO interns will work closely with the OCA-GLA Executive Director to assist with planning and coordinating events, including OCA-GLA's annual summer picnic with Families with Children from China (FCC), as well as OCA-GLA's 26th Annual Image Awards, which is planned for this fall, and developing the Chinatown Community Garden Project. In addition to coordinating events, interns will also be involved with day-to-day administrative tasks and will help with outreach and communications to OCA-GLA's membership, community partners, and organizations. CTO interns will participate in various community events throughout the summer, including, but not limited to, political education forums, citizenship workshops, voter registration drives, and social activities.

About the CTO Internship

The CTO Summer Internship was established in 2012 for OCA-GLA by Daniel and Jeri Okamoto Floyd in honor of Jeri's mother, Chiyo Tanaka Okamoto. Chiyo Okamoto faced much discrimination in her lifetime as an Asian American woman in Wyoming, but emerged to be an inspiration to her daughter, Jeri, as well as many others, through her public service. This year commemorates the 24th anniversary of her passing. The mission of the CTO internship is to encourage the next generation of Asian Pacific American leaders to serve their communities with the same grace and compassion in the spirit and memory of Chiyo Tanaka Okamoto.

Internship Details

- Summer 2017 – 8 weeks (July 10, 2017 – August 28, 2017)
- 3 days per week
- 15 hours per week
- Stipend amount of \$1,200.00

Qualifications

- Strong research, oral communication skills, and writing skills
- Demonstrated ability to organize, coordinate and execute projects with maturity, initiative and timeliness
- Interest in civil rights and familiarity with the Asian Pacific American community preferred
- Proficiency with *Microsoft Office* applications; graphics/design skills a plus, familiarity with social media platforms (ie. Facebook, Twitter, Instagram)
- Driver's license and access to car preferred (transportation cost are not covered)

Application Process

Candidates should submit the following information to the OCA-GLA office or email listed below by **Friday, June 23, 2017**: (1) a completed application; (2) a one-page cover letter explaining briefly why they are applying for this internship, (3) a resume (not to exceed two pages), and (4) a list of three (3) references including their contact information.

OCA-GLA
Attn: CTO Internship
1145 Wilshire Blvd., 1st Floor
Los Angeles, CA 90017
(213) 250-9888
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**OCA-GREATER LOS ANGELES CHAPTER
2017 CTO SUMMER INTERNSHIP PROGRAM APPLICATION**

NAME: _____, _____, _____
LAST FIRST MIDDLE

TELEPHONE #: _____

E-MAIL ADDRESS: _____

MAILING ADDRESS: (Valid until _____)
Date

CHECK ONE: U.S. Citizen: _____ or Legal Permanent Resident: _____

HIGH SCHOOL: _____
RECEIVED DIPLOMA: _____
DATE: _____ GRADE POINT AVERAGE: _____

UNDERGRADUATE SCHOOL: _____
DEGREE: _____
DATE: _____ GRADE POINT AVERAGE: _____

GRADUATE SCHOOL (IF APPLICABLE): _____
DEGREE: _____
DATE: _____ GRADE POINT AVERAGE: _____

How did you hear about this OCA-GLA Internship Program?
____ School Career Services Center
____ OCA-GLA Website
____ Email from: _____
____ Other: _____

The information provided in my application and supporting materials are complete and accurate to the best of my knowledge.

Signature Date