**FULL-TIME INTERNSHIPS (One academic term, 20+ hrs/wk)**

**Community & Youth Outreach**

Design, develop, and implement innovative programs to promote HBV & liver cancer awareness and prevention in high-risk communities; Coordinate outreach efforts to the community and communication with ALC’s youth chapters.

*Community & Youth Outreach*

**Description**

The [**Asian Liver Center at Stanford University**](http://liver.stanford.edu/) is the first non-profit organization in the United States that addresses the high prevalence of hepatitis B and liver cancer in Asians and Asian Americans. Founded in 1996, the Asian Liver Center uses a four-pronged approach towards fighting hepatitis B through CARE: collaboration, advocacy, research, and education/outreach.

We are seeking an intern to help develop and implement innovative ideas that will engage community partners more effectively in chronic HBV and liver cancer awareness and prevention. The intern will also be working closely with our Team HBV high school and collegiate chapters. Some local travel may be required.

**Duties**

Project-specific duties:

* Assist in developing and planning program projects and corresponding tasks (community events, youth programs, training and education, advocacy, etc.)
* Coordinate community projects (e.g., Chinese New Year)
* Coordinate youth projects and communication
* Brainstorm potential community partners and engagement ideas that will lead to newly established partnerships that work towards hepatitis B awareness and education
* Attend activities and meetings (some of which occur on the weekend and at night)
* Data collection, entry, and analysis as needed and/or to inform the development of education materials and outreach strategies
* Any other task necessary for project promotion

**Qualifications**

* Must have completed at least one full academic year of an undergraduate program
* Ability to work independently and as a team member
* Good judgment and interpersonal skills
* Creative and extremely self-motivated
* Sees the big picture as well as details necessary to make the vision a reality
* Highly-organized
* Passionate

**Other Attributes**

The following skills and traits are desired, but NOT required.  All qualified applicants are encouraged to apply.

* Social science research and analysis experience
* Social Media competency
* Experience in website design and maintenance
* MS Office; Google Docs
* Able to speak, read, and write in Chinese, Vietnamese, or Korean
* Relevant degree fields include, but are NOT limited to: journalism; communications; business; public administration; marketing; international

**HOW TO APPLY**

Submit cover letter and resume to Sharon Yao at sharon.yao@stanford.edu
 **Subject of your email with attachments should read as follows:**
Internship\_Your Name\_Desired Role (e.g., Internship\_Elizabeth More\_Community and Youth Outreach)

**WHAT ELSE?**

**Attendance is mandatory for the following:**

* Chinese New Year (March 2015)
* Two outreach events per term
* 1-hour weekly internship meeting. Time to be mutually agreed upon by all interns.

**Location**
Our current location is located in Stanford campus near Stanford Hospital. The address is **780 Welch Road, CJ 130, Palo Alto, CA 94304-5787.**

**Awards**
Interns will be eligible to receive a performance-based monetary award at the conclusion of the internship.

For more information about the Asian Liver Center or hepatitis B, visit [**http://liver.stanford.edu**](http://liver.stanford.edu/).