

API Chaya

Address:	PO Box 14047, Seattle WA 98114. Confidential location accessible by bus or light rail station
Website:	www.apichaya.org
Mission:	API Chaya empowers survivors of gender-based violence and human trafficking to gain safety, connection, and wellness. We build power by educating and mobilizing South Asian, Asian, Pacific Islander, and all immigrant communities to end exploitation, creating a world where all people can heal and thrive.
Intern Title:	<i>Program Administrative Intern</i>
Internship Description:	The Program Administrative Intern will play a vital role in supporting the day-to-day functions of API Chaya. This role is ideal for individuals interested in gaining hands-on experience in non-profit operations, project management, and supporting survivors of domestic violence, sexual assault and trafficking. The intern will work closely with the Operations Coordinator and other team members to streamline processes, support administrative tasks, and contribute to the smooth functioning of the organization. API Chaya is celebrating its 30th year anniversary in 2025. This means that there will be prominent work on our annual gala and annual vigil. The Program Administrative Intern role is flexible depending on the candidate's skills, experience and interests. Potential projects include: • Digital Archiving Project • Assisting in the logistics and running of a Self-Defense Series for Community • Supporting advocates in finding housing for clients, and broader Community Organizing Housing Campaign • Logistical support for survivor gatherings • Organizing staff appreciation events or gifts • Broader trainings and outreach to the wider community • Assistance in volunteer groups and management

Responsibilities:	• Assist with weekly administrative tasks, including data entry, scheduling, and document management. • Support the coordination of events, meetings, and workshops, including logistics and communication with participants. • Help maintain and organize office and digital files, ensuring accuracy and confidentiality. • Collaborate with team members on special projects to improve operational efficiency and service delivery. • Participate in team meetings and contribute ideas for improving organizational processes. • Uphold API Chaya's values of cultural humility, intersectionality, and survivor-centered advocacy in all tasks.
Qualifications: (required and/or desired)	The ideal candidate will be articulate, energetic, inventive, hard working, and equipped with an open and analytical mind to contribute to the organization's mission. This person must have a commitment to our core values, and can maintain confidentiality which is crucial to our work. • Strong organizational and multitasking skills, with attention to detail. • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace. • Excellent communication and interpersonal skills, with a collaborative approach. • Passion for supporting survivors of domestic violence, sexual assault, and human trafficking. • Familiarity with Asian, South Asian, Pacific Islander, and immigrant communities is a plus. • Ability to handle sensitive information with discretion and maintain confidentiality. • Self-motivated, proactive, and eager to learn about non-profit operations.
Schedule:	One day per week in person, preferably 10-4PM on Thursday, but Tuesday/Wednesday is also acceptable. Other schedules to be performed remotely as needed.

Working Location:	Hybrid - one day in person and all other hours remotely.
Required Onboarding:	Fingerprinting, Background Check, Confidentiality Requirements.