



Bryn Mawr Community Based Work Study Position Description

Organization Description

SAADA documents, preserves, and shares stories of South Asian Americans. Since its founding in 2008, SAADA has enabled academics, artists, journalists, students, and community members to write books, create new content, and shape public understanding about the South Asian American community and its history. SAADA's collection of more than 3,100 items is the largest publicly accessible South Asian American archive and includes rare photographs, letters, newspaper clippings, oral history interviews, videos, and other materials. Further, through digital storytelling initiatives such as its First Days Project (sharing stories from immigrants and refugees about their arrival in the U.S.) and Road Trips Project (sharing stories of travel to reframe an American tradition), SAADA reimagines the potential of community archives in the digital era.

Position Title

Community Engagement Assistant

Position Overview

The Community Engagement Assistant will help build public awareness about the overlooked histories of South Asian Americans by helping to plan and organize events highlighting community history. Upcoming events that the Community Engagement Assistant will work on include a storytelling workshop and reading by "Coolie Woman" author Gaiutra Bahadur, a panel discussion with DJ Rekha about arts, activism, and politics, a screening of the new documentary *Matangi / Maya / M.I.A.*, and three community forum events in various parts of Pennsylvania. The Community Engagement Assistant will also help initiate and do outreach for a speaking tour about South Asian American history on college campuses around the country.

Specific Duties

The Special Events Coordinator will be responsible for:

- Assisting the Executive Director in planning, organizing, and hosting various events highlighting the overlooked histories of South Asian Americans.

- Brainstorming ideas, conducting outreach, and using online marketing strategies to maximize community participation and attendance at these events.
- Communicating professionally with stakeholders, including community members, student organizations, and institutional representatives.

Qualifications

- Excellent communication and organizational skills and attention to detail
- Past experience with event planning and organizing is a strong plus
- Strong interest in issues related to immigration, media representation, and community storytelling; knowledge of South Asian American history is a plus

Preferred Hours

The student must be available for one in-person weekly meeting SAADA's Philadelphia office. Since most of your work will be done from home, we are looking for a candidate who is able to work independently and meet deadlines with minimal supervision.