SAADA creates a more inclusive society by giving voice to South Asian Americans, through documenting, preserving, and sharing stories that represent their unique and diverse experiences.

**Position Title:** Program Assistant (1 opening)

**Overview of the position**

The Program Assistant will help with a variety of aspects of SAADA’s work, including responsibilities related both to documenting and preserving archival materials from South Asian American communities and supporting fundraising, outreach and marketing efforts to expand the organization’s base of support. Specific duties may include researching archival collections, digitizing materials, corresponding with community members and organizations, coordinating event planning, prospect research, assisting with grant writing and more. Through this internship, Grace will gain experience in many aspects of running a small non-profit organization.

**Specific Duties**

- Digitizing and processing materials for inclusion in SAADA’s digital archive
- Researching archival materials and creating descriptive metadata for individual archival items
- Prospect and foundation research to assist the organization’s fundraising efforts
- Assisting on drafting grant application in response to RFPs
- Miscellaneous administrative duties to support the organization

**Qualifications**

- Strong research and writing skills
- Experience working in an office setting
- Familiarity with South Asian and/or South Asian American history preferred, but not required.