



**JAPANESE AMERICAN CITIZENS LEAGUE  
2008-2009 MIKE HONDA FELLOWSHIP PROGRAM  
SPONSORED BY SOUTHERN CALIFORNIA EDISON**

**JOB TITLE:** JACL Mike Honda Fellowship

**LOCATION:** JACL – Pacific Southwest District Office  
244 S. San Pedro St.  
Los Angeles CA, 90012

**TIMEFRAME:** 10 months, Full-Time

*\*Applications must be postmarked by September 15, 2008 to be considered*

**SUMMARY STATEMENT:** Under the supervision of the Pacific Southwest District Regional Director and working in conjunction with other JACL staff members and volunteers, the Fellow will be focused on advocacy and public policy awareness/programming and work on projects associated with the JACL National Youth Student Council. This fellowship will be in the Los Angeles office of the JACL. The fellowship is named for the Honorable Congressman Mike Honda and is funded by Southern California Edison.

**WHAT WILL YOU LEARN?:** The PSW Advocacy & Public Policy Fellow will offer a unique experience for the individual to learn about the JACL as a national advocacy organization as well as educate the membership and carry out some key civil rights, political and community advocacy initiatives.

*\*JACL's ongoing mission is to secure and maintain the civil rights of the Asian American and Pacific Islander communities and all others who are victimized by injustice and prejudice. Our mission is accomplished through monitoring via membership and coalitions, anti-hate education, and response to racial prejudice and discrimination.*



**JAPANESE AMERICAN CITIZENS LEAGUE  
2008-2009 MIKE HONDA FELLOWSHIP PROGRAM  
SPONSORED BY SOUTHERN CALIFORNIA EDISON**

*\*Applications must be postmarked by September 15, 2008 to be considered.*

Last, First Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Required Documents/Timeline**

1. Resume and Cover Letter  
\*Be sure to include school and work experience, as well as relevant volunteer/  
extracurricular activities  
\*Cover letter should include interest in position and abilities
2. Writing Sample  
\*2 pages, 12 pt. doubled spaced. .
3. After review, applicants may be asked to participate in an interview with members of a  
selection committee.  
(we will choose which applicants we'd like to interview)

I certify that the information provided in this application is true and correct.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please send applications to:**  
JACL Pacific Southwest District  
Attn: JACL Mike Honda Fellowship Program  
244 S. San Pedro St. Suite 406  
Los Angeles CA, 90012

**For more information:**  
www.jaclpsw.org  
phone: 213-626-4471  
email: psw@jacl.org  
fax: 213-626-4282

**FELLOWSHIP ROLES AND RESPONSIBILITIES :** Below is a listing of general responsibilities that will  
carried out by the fellow. Duties may go beyond the scope of those listed below.



**JAPANESE AMERICAN CITIZENS LEAGUE  
2008-2009 MIKE HONDA FELLOWSHIP PROGRAM  
SPONSORED BY SOUTHERN CALIFORNIA EDISON**

<b>% of Time</b>	<b>RESPONSIBILITIES (Duties &amp; Tasks)</b>
30%	A. Civil Rights and Political Advocacy: in conjunction with the Regional Director and Civil Rights Caucus this includes assisting with civil rights response work and mobilizing membership for political advocacy. Duties include but are not limited to the following: <ol style="list-style-type: none"> <li>1. Press Releases and statements promoting tolerance and civil rights.</li> <li>2. Communication with chapters/member on political issues</li> <li>3. District representation at coalition, strategy and educational meetings</li> </ol>
30%	A. Advocacy & Public Policy Awareness: communicating to the membership what advocacy JACL is doing. Duties include but are not limited to the following: <ol style="list-style-type: none"> <li>1. Compilation of materials for education to district board and district membership</li> <li>2. Chapter and community visits</li> <li>3. Coordination of advocacy initiatives to district membership</li> <li>4. Political awareness program planning/coordination</li> </ol>
30%	A. National Youth/Student Council: assistance, program development and general staff support to the program managers, owners and youth council as a whole. Duties include but are not limited to the following: <ol style="list-style-type: none"> <li>1. Attendance at NY/SC meetings and retreats</li> <li>2. Assistance with NY/SC programming</li> <li>3. Assistance with the 2009 National Youth Conference</li> <li>4. General staff support</li> </ol>
10%	A. National JACL Support: Duties include but are not limited to the following: <ol style="list-style-type: none"> <li>1. Attendance and assistance at National JACL Board Meetings</li> <li>2. General National staff support</li> </ol>

**ADDITIONAL DUTIES:** The fellow will also be required to attend all PSW Board Meetings as well as all District Quarterly Meeting during the tenure of the position.

**QUALIFICATIONS:** In addition to the following listed skills, knowledge & abilities the fellow must have a minimum four year degree from an accredited college or university.



**JAPANESE AMERICAN CITIZENS LEAGUE**  
**2008-2009 MIKE HONDA FELLOWSHIP PROGRAM**  
**SPONSORED BY SOUTHERN CALIFORNIA EDISON**

SKILLS, KNOWLEDGE & ABILITIES	TASK REFERENCE	IMPORTANCE (HIGH/MED/LOW)
1. Skilled in writing	1. A1, B1	1. MED
2. Experience in working with student and/or non-profit organizations	2. A3, C1	2. VERY HIGH
3. Skill in persuasive presentation	3. A2, B2, B3	3. MED
4. Skill and experience in program planning and coordination.	4. B4, C2	4. HIGH
5. Ability to work on planning committees	5. A1, C1	5. MED

**ADDITIONAL SPECIFICATIONS:** In addition to the listed skills, knowledge and abilities, the following behavioral specifications are also recommended:

- good communication skills both with outside membership and staff
- must work as a team player
- promptness and responsibility
- pays attention to detail