

ISNA'S SAMINA & MAQBOOL AHMAD SUMMER 2008 INTERNSHIP PROGRAM

Available Positions

ISNA Office of Interfaith and Community Alliances (IOICA)

-Washington DC

Through community outreach and interfaith programs, the ISNA Office for Interfaith and Community Alliances (IOICA) functions as an outreach resource for those engaged in politics and government. Such relationships allow ISNA to promote a positive image of Islam and Muslims to the nation's political leaders.

Additionally, IOICA participates in joint programs with other mainstream religious organizations to help break down barriers of mistrust and misunderstanding in an effort to form genuine partnerships of faith and ethics.

Intern Responsibilities:

Preparation for Special Event Section of Annual Convention

- Sending congressional invitations to attend/ follow up;
- Sending national Muslim organizations invitations and follow up'
- Researching and contacting interfaith organizations in Columbus for Interfaith Reception;
- Organizing of Habitat for Humanity event; and
- Preparing for press conferences and other media outlets.

Database

- Updating database with current contacts and business cards.

Research and Writing

- Researching and writing for website and IH regarding IOICA daily activities and meetings. This may also involve attending relevant hearings on Capitol Hill and reporting about them.

Citizen Exchange Tour

- Due to the very close timeframe that two tours will be happening in the summer, there may be a need for interns to help with logistical issues for arranging the tour events in DC and Plainfield.

Interfaith Partnerships

- Fostering interfaith partnerships between:
 - o Jews and Muslims;
 - o Muslims and Baptists; and
 - o Muslims and Christians.

Outreach

- Help with logistics of ISNA Day Events.

Day to Day Office Tasks

- Help with immediate tasks as they arise based on circumstantial situations.

ISNA Development Foundation (IDF)

Plainfield, IN

The Foundation serves a critical function for the Muslim community by providing a sound financial base for ISNA's operations to bring a variety of programs, events, and trainings to the North American Muslim community. IDF also provides a place where Muslims can confidently fulfill their Islamic requirements of zakah and plan for their family's future through the establishment of wills and living trusts.

Intern Responsibilities:

IDF interns will assist with a variety of fundraising activities as assigned. This will range from working side-by-side with IDF staff on special events, donor relations, research, creation of marketing materials, and some general administrative and/or database work.

1. Assist with the summer-long process of planning, implementation and logistics for the Community Service Recognition Luncheon (CSRL), Saturday Evening Session, and Planned Giving sessions during the Annual ISNA convention.
 - Marketing; Including but not limited to:
 - Mailing information to prospects and researching prospects;
 - Telemarketing and ticket sales; and
 - Direct telephone sales with prospective Luncheon attendees.
 - On-site logistics for CSRL, Saturday Evening Main Session, and Planned Giving Session. Including but not limited to:
 - Directing volunteers;
 - Running registration table;
 - Room set-up/decor and tear down;
 - Creating up to 800 information packets, etc.; and
 - Researching and purchasing awards for convention honorees.
2. Database and administrative related tasks.
 - Filing;
 - Data entry;
 - Archiving; and
 - Storage room organization and inventory.
3. Assist with mailings and promotions for all other IDF fundraising campaigns and events over the course of the summer.
 - Physically putting together mail pieces, stamping, sending and
 - Assisting with creation of promotional materials with designers and print houses.
4. Assist in the production of Annual Fund campaigns.
5. Any other tasks as assigned by IDF staff including, but not limited to:
 - On-site visits to special events;
 - Writing articles for e-newsletter, website, Islamic Horizons; and
 - Helping with web development.

ISNA Leadership Development Center (ILDC)

Plainfield, IN

ILDC functions as a nucleus of leadership development for the Muslim American community and conducts regular programs to train chaplains, imams, and community leaders. ILDC is dedicated to building leadership capacity and setting standards for leadership excellence through educational and training programs, and preparing and publishing guides, manuals, handbooks as well as other materials for enhancing leadership awareness and performance.

Intern Responsibilities:

- Preparing questionnaires and conducting surveys;
- Conducting phone interviews;
- Helping with database development and maintenance; and
- Developing reading materials for ILDC seminars and intensive courses.

Skills Needed:

- Awareness of community needs and Islamic resources available;
- Research experience—methodologies and theoretical background;
- Great interpersonal skills;
- Excellent organizational skills;
- Ability to work in fast-paced environment;
- Self-motivated; and
- Computer skills: Microsoft Word, Excel, Spreadsheet, E-mail.

Islamic Horizons Magazine (IH)

Islamic Horizons is the bi-monthly publication of the Islamic Society of North America. IH offers a Muslim perspective on Islam and Muslim life in the United States and Canada and reflects ISNA's strong involvement in interfaith issues. Since its founding 44 years ago, the magazine has served as a vehicle for sharing information on issues of Muslim concern, such as education, Islamic schools, youth development, civil rights, and family. The magazine also provides western society a glimpse into Muslim American culture.

Intern Responsibilities:

1. Prepare an index of available copies of IH dating back to 1997 to help make IH more accessible to researchers.
 - Create an easy-to-update set up to enable regularly updates of this Index.
2. Assist in editing a variety of media for IH as well as other ISNA publications.
3. Work with ISNA Headquarters to provide news coverage of ISNA events;
 - Work with the Convention Reporters team at the ISNA Convention.

Skills Needed:

1. Excellent English writing, proof reading and grammar skills;
2. Strong communication and interpersonal skills;
3. Strong computer skills: Microsoft Word, Excel, E-mail;
4. Good organization skills;
5. Ability to work with strict timelines;
6. Knowledge of photography a plus; and
7. Self-motivated with strong time management skills.

Youth Programs and Services (YPSD):

Plainfield, IN

YPSD concentrates on creating engaging programs for youth ages 12-18 and on training youth leaders on the local and national level.

Intern Responsibilities:

1. Help to build and maintain a database of:
 - i. Muslim youth organizations;
 - ii. Campsites to be used by MYNA in the short term;
 - iii. Key youth workers alumni; and
 - iv. Youth oriented speakers.
2. Coordinate programs and entertainment specifically for MYNA Annual Convention (in conjunction with ISNA Annual Convention);
3. Conduct and administer needs assessment for parents and youth;
4. Document the processes of projects and communication; and
5. Other tasks and responsibilities assigned as needs emerge including supporting youth summer camps and programs.

Skills Needed:

1. Creative and energetic;
2. Experience with youth activities and working with youth;
3. Strong communication and interpersonal skills;
4. Good organization skills;
5. Strong computer skills: Microsoft Word, Excel, Spreadsheet, E-mail;
6. Strong research skills—familiarity with national youth programs; and
7. Ability to work in a fast-paced, fun and exciting environment.

Conventions, Conferences, & Special Projects (CCSP)

Plainfield, IN

ISNA Annual ISNA convention brings together more than 30,000 participants. CCSP is responsible for overseeing the ISNA Annual Convention and Regional Conferences by supervising and coordinating the logistical aspects of the bazaar and other exhibits, registration, sponsorships, housing, and special events.

Intern Responsibilities:

1. Assist in convention registration process and publicity;
2. Assist in soliciting sponsorships for the convention;
3. Facilitate communication with convention attendees; and
4. Assist in coordinating special events such as Art Exhibit and Film Festival.

Skills Needed:

1. Strong communication and interpersonal skills;
2. Strong knowledge of Microsoft Word, Excel, and E-mail;
3. Good organizational skills;
4. Ability to work in a fast-paced environment with given timelines;
5. Ability to pay attention to detail; and
6. Self-Motivated.

Department of Program Development and Educational Services (PDES)
Plainfield, IN

ISNA PDES is responsible for developing the content of ISNA's conventions and conferences programs and strives to make each program exciting and significant for its participants, while promoting a better understanding of Islam and current issues that affect Muslims.

DPDES also plays an influential role in helping Islamic schools improve their curricula, find excellent staff members, and administer their schools more efficiently. Additionally, DPDES assists regional groups, Islamic Centers, and youth groups develop their own conferences.

Intern Responsibilities:

1. Coordinate the organization of the annual Qiraat competition;
2. Secretarial assistance for "Meet the Author Program";
3. Compile biographies of speakers and the 'Who's Who' List for convention program booklet;
4. Responding to inquiries concerning conferences and convention;
5. Assist in the implementation of the program for the conferences/convention onsite;
6. Answering phones, faxing and other office related duties;
7. Assist in developing the database of speakers and their organizations;
8. Assist in travel arrangement for speakers and guests;
9. Help in coordinating sessions and conducting evaluations;
10. Provide assistance for speaker hospitality onsite; and
11. Other tasks may be assigned by the director or assistant of programs as needed.

PDES requires that the intern be fully available onsite during the convention to help with the speakers' desk and other program related matters.

Affiliates Department
Plainfield, IN

The ISNA Affiliations program is instrumental in assisting Muslim leaders establish religious and social organizations and to support and help these organizations realize their full potential.

Intern Responsibilities:

1. **Affiliate Program**
 - Help define the affiliate program (search and replace, setup kit), or "Basket of Services";
 - Create affiliates profile on website;
 - Inform and educate affiliates via monthly update letter, schedule field visits, leadership training, Q&A, etc.;
 - Help create an online affiliates "suggestion/comments" virtual-box to identify top 25 issues, and post questions and responses.
2. **Reporting:**
 - Prepare a weekly status report including updates from the program master checklist with dates and follow-up results; and
 - Maintain time spent on activities.

3. Budget

- Help create and track a modest budget.

Skills Needed:

- Capable of initiating and maintaining strong personal relationships;
- Able to coordinate with involved parties to ensure the completion of the associated affiliation programs;
- A high degree of organization and self-motivation skills;
- Ability to quickly learn the ISNA Affiliation process;
- Able to track calendar changes and stay aware of upcoming ISNA activities to ensure participation with other internal departments.

Preferred: A responsible Junior or Senior in college working on a business degree (marketing preferred), or MIS (Management Information Systems) with technical aptitude.