

## **Management Information Services (MIS) Department** **-Plainfield, IN**

Management Information Services (MIS) is responsible for the planning, management, and direction of technology initiatives in support of administrative operations at ISNA. We provide ISNA community a diverse set of technology services that includes facilitating, monitoring, and maintenance of the ISNA data network, telephone system, computer systems and servers, database, websites, emails and list serves, e-Newsletter, and many other IT services...

**Positions available: 1**

### **Intern Responsibilities:**

1. ISNA Website:
  - a. Upload news items, press releases, and news brief section.
  - b. Update department sites on bi-weekly basis
  - c. Check for any broken links and inform to supervisor
  - d. Check the news from other departments and project it on the main ISNA page.
  - e. Create WebPages and templates for other community Mosques and Islamic Centers
2. Database:
  - a. Data entry of Islamic Centers
  - b. Identify duplicates in the database and inform supervisor
  - c. Ability to extract and work with data in different format (example: Excel, CSV)
  - d. Crystal Report experience is preferred for custom report creations (not required)
  - e. Updating current contacts with the latest information

- f. Assist in scanning business cards that get received by ISNA officials (converting them into excel format and forwarding it to the supervisor)
- 3. ISNA Intranet Sites:
  - a. Assisting with the maintenance of ISNA Intranet sites
- 4. Troubleshooting:
  - a. Creating new accounts for new staff
  - b. Assigning permissions
  - c. Assist in network connection issues
  - d. Create network cables
  - e. Assist staff with hardware and software issue(keyboard, mouse, desktop booting issues, running anti-spy ware, installing anti-virus on new machines)
- 5. Assist in data/picture archiving
- 6. Other IT task as assigned by the supervisor.

**Skills Required:**

- 1. Must have an undergraduate degree in Computer Science or MIS
- 2. Should be innovative, dynamic, dedicated, detail-oriented
- 3. Should have a good interpersonal and communication skills
- 4. Should have good time management skills with excellent ethics
- 5. Assistance with technology should be prompt, courteous, and in an accurate manner.
- 6. Should be a quick learner
- 7. Experience with database experience is preferred
- 8. Must have experience with MS Office product
- 9. Should know basic web designing languages (HTML, Java Script, CSS, etc)
- 10. Must have the knowledge of networking
- 11. Experience with crystal reports is a plus (but not required)

**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.*

**Positions available: 1**

**Intern Responsibilities:**

1. **Affiliate Program**
  - Create affiliates profile on the ISNA website;
  - Inform and educate affiliates via monthly update letter;
  - Help 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.

**Conventions, Conferences, & Special Projects (CCSP)**  
**Plainfield, IN**

*ISNA Annual convention brings together more than 30,000 participants from across North America. CCSP is involved with overseeing and managing the ISNA Annual Convention , Regional Conferences , and Special Projects such as Matrimonial program, Trade Exhibits, Art Exhibits, Registrations, Sponsorships and other special events.*

**Positions available: 2**

**Internship Duration:** *April to July, 2009*

**Intern Responsibilities:**

1. Assist in convention & conference registration process and publicity;
2. Assist in soliciting sponsorships for conferences & convention;
3. Facilitate communication with conference & convention attendees;
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**

**Positions available: 1**

*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.*

*PDES 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 conferences tailored to individualized needs.*

### **Intern Responsibilities:**

**Interns will be involved in the entire process from planning of the event to implementation and after the event to analyze the evaluations and follow up activities. ISNA conferences are an ongoing activity that continues round the year from one conference to another.**

### **ISNA Annual Education Forum**

- Compile abstracts, papers and biographies of presenters;
- Make follow up calls to obtain final papers from presenters whose abstracts were approved;
- Assist in conducting pre-conference workshops
- Assist in conducting session evaluations on site;
- Assist in the implementation of the program onsite;
- Provide assistance for speaker hospitality onsite;
- Help in data entry, analysis of evaluation forms after the conference
- Assist in conducting post conference survey

### **ISNA Regional Conferences**

- Assist in developing the database of speakers and their organizations;
- Compile biographies of speakers for conference program booklet;
- Respond to inquiries concerning sessions and speakers;
- Assist in travel arrangement for speakers and guests;
- Help coordinate session counting and conduct evaluations;
- Assist in the implementation of the program for the conferences/convention onsite;
- Provide assistance for speaker hospitality onsite; and

### **ISNA Annual Convention**

- Assist in developing the database of speakers and their organizations;
- Compile biographies of speakers and the 'Who's Who' List for convention program booklet;
- Respond to inquiries concerning sessions and speakers;
- Answering phones, faxing and other office related duties;
- Assist in travel arrangement for speakers and guests;

- Help coordinate session counting and conduct evaluations;
- Secretarial assistance and coordination of special events such as the annual Qira'at competition and Meet the Author program;
- Assist in the implementation of the program for the conferences/convention onsite;
- Provide assistance for speaker hospitality onsite;
- Other tasks as assigned by the director or assistant of programs as needed.

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

### **Islamic Horizons Magazine Plainfield, IN**

*Islamic Horizons (IH) 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.*

**Number of interns needed: 1**

#### **Intern Responsibilities:**

1. Help prepare an index and archive available copies of IH dating back to 1997 to help make IH more accessible to researchers.
  - o 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. Assist in ad sales and procurement of ad material as per specs.
4. Work with ISNA Headquarters to provide news coverage of ISNA events
5. Work with the Convention Committee to help form (and 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.

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## **ISNA Office of Interfaith and Community Alliances (IOICA)** **Washington, D.C.**

*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 partnership of faith and ethics.*

**Positions available:** 1 full-time (40 hrs/wk) and 2 part-time (20 hrs/wk each) interns May-August

### **Intern Responsibilities:**

- Preparation for Special Event Section of ISNA Annual Convention
  - Sending congressional invitations and follow ups
  - Researching/contacting national Muslim organizations for invitations and follow ups
  - Researching/contacting interfaith organizations in D.C. for the Interfaith Reception
  - Preparing for press conferences and media exposure
- Database
  - updating database with current contacts and business cards
- Research and Writing
  - Researching/writing for website and IH regarding IOICA daily activities and meetings

- Attending relevant hearings on Capitol Hill and writing about them
- Updating news section of IOICA web page
- Researching and identifying organizations giving grants relevant to IOICA
- Citizen Exchange Tour
  - Arranging logistics for tour in July (attendees coming to the U.S. from abroad)
  - Helping to host attendees during the ISNA convention
  - Working with ISNA programming to incorporate Study Tour members into the convention
- Interfaith Partnerships
  - Jewish/Muslim Relations
    - Working with the Union for Reform Judaism
    - Interacting with the conservative Jewish movement via the Jewish Theological Seminary
  - Muslim/Baptist Relations
    - Interacting with the American Baptist Churches USA (esp. January when the Dialogue takes place)
  - Muslim/Christian Dialogue Roundtable
    - Regular interaction with the National Council of Churches, with offices in our building
    - Interacting United States Conference of Catholic Bishops
- Day to Day Office Tasks
  - Assisting with visitors/meetings
  - Conducting correspondence