



ISNA'S SAMINA & MAQBOOL AHMAD SUMMER 2008 INTERNSHIP PROGRAM

OBJECTIVES:

The Summer 2008 Internship Program is designed to:

- Foster an understanding of Muslim non-profit work in North America and motivate individuals to be involved with Muslim communities through non-profit work;
- Help develop professional skills;
- Provide networking opportunities for future employment;
- Engage young individuals in a work setting with Islamic values; and
- Enhance personal and spiritual growth.

Interns will be working with a particular department in completing specific tasks. In this capacity they will learn how to work effectively in an active, sometimes fast-paced environment. Moreover, the interns will participate in workshops focused on teamwork and teambuilding as well as leadership and project management. Along with opportunities for professional development, ISNA will offer sessions on spiritual growth, with a focus on the needs of young adults in North America.

PROJECTS:

Work assignments will be available in the following areas:

- Leadership Training;
- Youth Program Development;
- Convention and Conference Planning;
- Community Outreach;
- Interfaith Relations;
- Marketing and Publications
- Communications;
- Fundraising and Endowment Building; and
- Membership and Affiliations Promotion.

ELIGIBILITY:

Applicants must have completed at least one year of college. Please complete the application and return with supporting documents by **Monday, April 7, 2008**. Applicants must submit the following information:

- Completed application form
- Essay - Write no more than 2 pages about why you wish to work at ISNA this summer.
- Two letters of recommendation completed by two people not related to you who have worked with you and/or know you well. These individuals may include an Imam, community leader, school teacher or work supervisor.
- Proof of eligibility for employment in US, such as your driver's license PLUS your social security card, birth certificate

OR

US passport, certificate of US citizenship, certificate of naturalization, current foreign passport with employment authorization, alien registration card

OR

Current INS employment authorization

EXPENSES:

- Interns are required to pay for their own roundtrip transportation. Additionally, interns serving at ISNA Headquarters office in Plainfield, IN, must be able to provide their own transportation, as no public transportation is available.
- Interns will be responsible for their own food expenses.
- Interns should have their own medical insurance in case of illness. ISNA will not be liable for any health related claims.

STIPEND:

Interns will receive a stipend of \$500/month and must be eligible and show appropriate documentation to work in the United States.

OTHER COMPENSATION:

Non-local interns serving in the Plainfield, IN office will receive free lodging. ISNA will provide furnished apartments located in Plainfield, IN within a few miles of the headquarters office. Brothers and sisters will be housed in separate apartments.

Interns serving in Washington, D.C. will receive a Metro® pass for transportation expenses.

Additionally, interns will be required to help with work during the ISNA Annual Convention. ISNA will cover the costs of event registration and hotel room.

SCHEDULE:

- The program will start on Monday, June 2nd, 2008 and end on August 31st, 2008. The Annual ISNA Convention will be held over Labor Day weekend, in Columbus, OH. Most departments will need interns to stay through this weekend.
- Interns will work with staff members during regular working hours (8:30 a.m. to 5:30 p.m.) Monday through Friday. Work assignments will be made by departments. For information about tasks and job descriptions click here *(link to the job description document) Occasionally, additional evenings and weekend hours may be required.
- Travel to surrounding communities for business related duties may be required as well.

SUPERVISION:

There are several levels of supervision for this program. Each intern will be assigned to an ISNA staff supervisor within his/her designated department. The interns will work with and report to his/her staff supervisors concerning work assignments, deadlines, and any other work related needs or problems. Executive Secretary, Suzanne Smith, serves as the program coordinator and will handle the daily operations for the internship such as managing living arrangements and coordinating special events such as sports and recreational trips. Interns will report to the Program Coordinator concerning any issues related to living arrangements, conflicts or emergencies. The Program Coordinator will also oversee the staff supervision, program supervision, and related financial issues.

SUBMITTING YOUR APPLICATION:

ISNA receives more applications than there are positions available. All applications will be reviewed for matching applicants' skills to work projects. If your application is selected as a potential intern, you will be contacted for a telephone interview by **April 18th, 2008**. If you are selected, you will be required to undergo a criminal background check. All applicants will be notified of their acceptance by April 30th, 2008.

Please fax or email your completed application materials by **April 7th, 2008** to:

Suzanne Smith, ISNA Internship Program, Fax: (317) 839-1805; internship@isna.net; Phone: (317) 839-8157 x225