



## ISNA'S SAMINA & MAQBOOL AHMAD INTERNSHIP PROGRAM

### OBJECTIVES:

The 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.

### PROJECTS:

Positions are available in the following areas:

- Leadership Training and Conflict Resolution
- Youth Program Development
- Interfaith Relations and Community Outreach Convention and Conference Planning
- Membership and Affiliation Promotion
- Fundraising and Endowment Building
- Management Information Systems

### SCHEDULE:

Working hours for interns vary by position, but generally, interns work part-time during the school year or full time during the summer months. ISNA Office hours are between the hours of 8:30AM and 5:30PM Monday through Friday. However, additional evening and weekend hours *may* be required occasionally.

- The school year program runs from September to May.
- The application **deadline for spring semester '09 = December 15, 2008**. For those starting Fall '09, the deadline is July 31, 2009.
- The 2009 summer program starts May 17 and ends Labor Day weekend.  
The **deadline for summer applications is February 15, 2009**.

### SUPERVISION:

Each intern will be assigned to an ISNA staff supervisor within his/her designated department. Interns will work with and report to his/her staff supervisor concerning work assignments, deadlines, and any other work-related needs or problems.

The Internship Program Coordinator will handle daily operations for the internship as well as organize special events. Interns will report to the Program Coordinator concerning any issues related to personal conflicts or emergencies. The Program Coordinator will also oversee staff supervision, program supervision, and related financial issues.

**ELIGIBILITY:**

Applicants must have completed at least one year of college from an American university and be eligible to live and work in the United States. Interns must also be available to assist with work during the ISNA Annual Convention in Washington, D.C. July 3-6, 2009.

Please complete the application and return with supporting documents. Applicants must submit the following information:

- Completed application form
- Essay – Write no more than 2 pages about why you wish to work at ISNA.
- 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 living expenses.
- Interns should have their own medical insurance in case of illness. ISNA will not be liable for any health related claims.

**STIPEND:**

Interns serving in the Plainfield office will receive a monthly stipend and must be eligible and show appropriate documentation to work in the United States. Stipend amounts will be determined based on schedule (PT or FT) and intern's level of education and experience.

**OTHER COMPENSATION:**

Interns serving during the summer months will be expected to help with work during the ISNA Annual Convention. ISNA will cover the costs of event registration and hotel room.

**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. If you are selected, you will be required to undergo a criminal background check.

Please fax or email your completed application materials to:

ISNA Internship Program, Fax: (317) 839-1840; [internship@isna.net](mailto:internship@isna.net); Phone: (317) 839-8157 x225