

Summer 2012- Internship Application

Requirements

All internship applicants must be enrolled in undergraduate or graduate school, or recent graduates from those institutions. Please keep in mind that our internships are unpaid.

Deadlines

Applications, as well as required documents, are due by *Friday, April 13, 2012*. All documents should be faxed, or emailed to the Washington DC office (contact information is available below). Spring internships will last from February to May, and will be flexible depending on school schedules. If you are a student, we will work with your school so you can receive academic credit or work study pay, but you are responsible for all paperwork.

Required Documents (to accompany application form)

- § Cover letter describing your interests, skills, and expectations of your MPAC internship
- § Resume
- § Letters of Recommendation (2)
- § Writing Sample (1.5 - 2 pages)

Which MPAC office are you interested in working for?

- Washington, DC
- Los Angeles, CA

Internship Type (Rank your top 3 choices- see pages 3 to 5 for descriptions)

- Civic Outreach
- Communications and Media Affairs
- Fundraising/Development
- Governmental Affairs
- Hollywood Bureau
- Research/Publications
- Young Leaders Programming
- Other, please specify: _____

Personal Information

Name: _____ Gender: M / F
Social Security #: _____ Birth date: _____
Current Address: _____
City: _____ State: _____ Zip: _____
Permanent Address: _____
City: _____ State: _____ Zip: _____
Home Phone: _____ Cell Phone: _____
Email Address: _____

Emergency Contact Information

Name: _____ Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Employment

Most Recent Employer: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____

Supervisor: _____

Education

Undergraduate College/University: _____

Academic Level: 1 2 3 4 G Graduation Date: _____

Major/Minor: _____

Transportation (Note: L.A. & DC offices are both Metro accessible)

Do you have access to consistent transportation? Y / N

If not, what are your plans? _____

Availability

Full-time

Part-time (please specify: _____)

How did you find out about this internship?

MPAC Website/Email

MPAC Staff

Facebook/Twitter

Other (please specify: _____)

Internship Agreement

I hereby state that the above information is accurate and that, in the event that I am selected for the position of Intern, I will perform the duties thereof to the best of my abilities.

Signature: _____ Date: _____

Submitting Your Application

Please mail, fax or email completed materials by April 13, 2012 to our Washington DC office to be considered for internship program.

Muslim Public Affairs Council

Attn: Yasmin Hussein

1020 16th Street NW Suite 305

Washington, DC 20036

Tel (202) 547-7701 / Fax (202) 547-7704

If you have any questions, contact

Yasmin Hussein

Young Leaders Program Coordinator

yasmin@mpac.org or 202-547-7701

Internship Descriptions

Civic Outreach

- Create database of coalition partners
- Help create and circulate survey on gather bullying statistics from the community
- Assist in planning forums and events
- Coordinate in scheduling "I Am Change" workshops with MSA, youth groups, and various mosques
- Assist in reaching out to new civic organizations and groups by sending out emails and preparing packets

Communications & Media Intern

- Write and edit communications and publications produced by Communications Department, including the annual newsletter, weekly newsletters, website articles and press releases
- Develop and maintain press, marketing and communications materials
- Develop and maintain media and contact lists, and work with Communications Coordinator in executing media relations strategy
- Coordinate and execute marketing strategies based upon projects, programs and initiative, with a specific emphasis on social media
- Attend MPAC events to coordinate media relations

Fundraising/Development

Intern will work with MPAC's Development Coordinator to expand and strengthen the organization's resource development efforts by:

- Identifying new donors, funding sources and strategies

- Implementing, organizing and managing all fundraising activities including annual giving, grant writing, endowment, special projects, direct mail and other solicitations with the goal of increasing donations from current and new donors
- Planning and organizing all aspects of donor campaign and vent sponsorships

Governmental Affairs (DC Based)

- Develop daily news brief on domestic and international news issues for MPAC staff
- Conduct phone and email outreach to government officials, as directed by Gov't Relations staff
- Prepare talking points/memos for meetings with government officials
- Work with DC staff to develop DC-staff specific contact lists for Capitol Hill, the White House, and issue specific areas such as Civil Rights/Civil Liberties, Immigration, National Security, religious freedom, etc.
- Follow Congressional hearings pertaining to MPAC's legislative agenda paying particular attention to the committees we engage (i.e., Homeland Security, Foreign Affairs, Judiciary, etc).
- Intern will create a Congressional Hearing calendar, draft questions and statements on hearings and attend hearings as necessary.

Government Affairs (LA Based)

- Update database of government officials, their staffers, and main areas of focus for 2012 that align with Southern California platform issues: Islamophobia, bullying, national security
- Draft, coordinate and follow up on Media Awards invitations and requests for program book letters of support
- Coordinate volunteers to attend town hall forums of elected officials in their district
- Create database of MPAC donors and supporters according to elected districts-- will be used to inform them of political activity in their district
- Coordinate invitations and outreach of elected officials to bullying forums
- Attend elected officials town hall forums and ask a question regarding one of 3 Southern California platform issues (bullying, islamophobia, national security)
- Develop a daily morning brief of Southern California elected official news around platform issues

Hollywood Bureau

The Hollywood Bureau Intern would be responsible for assisting in organizing community screenings of upcoming films and TV projects in order to enhance interaction with Hollywood executives and the American-Muslim community. The intern would also assist in organizing workshops to help foster Muslim talent and would assist in reviewing scripts that have an Islamic or Muslim storyline or theme for accuracy and sensitivity. The HB intern would be responsible for weekly monitoring of IMDBpro.com for upcoming film projects that are relevant to the Bureau's goals and assist in organizing social networking events in order to introduce Muslim talent to Hollywood decision-makers.

Research/Publications

- Develop a daily morning news brief for MPAC staff on anti-Muslim hate activity and statements in the U.S. and Europe
- Develop a daily morning news brief
- Conduct general research on policy issues within MPAC's legislative priority agenda
- Author backgrounders for MPAC staff, on-demand, for a particular issue requested
- Assist in ongoing publications development such as editing oversight and updating of data-driven projects including the Post-9/11 Database and the forthcoming "Islamophobia Database"

Young Leaders Programming

Interns in this position will work with the Youth Leaders coordinator to plan and organize events such as Young Leaders summits, webinars, shows and concerts all geared towards empowering the youth and creating strong leaders for the future.