



**Council on American-Islamic Relations**  
**Greater Los Angeles Area Chapter**

*In the Name of God, the Most Gracious, the Most Merciful*

## 2023 CAIR Internship Application

**Internship Dates:** Completed applications must be received by the deadlines:

### SESSIONS

Winter:	Jan 10	–	Mar 17
Spring:	Apr 10	–	Jun 16
Summer:	Jul 05	–	Aug 18
Fall:	Sep 11	–	Dec 08

### DEADLINES

Dec 20, 2022
Mar 20, 2023
Jun 14, 2023
Aug 21, 2023

### Applicants must submit the following:

- Completed application form, signed and dated
- Resume and cover letter
- Work/class schedule
- Required essay

### Packet Components:

- A. Introduction
- B. Application - to be emailed to [gafredi@cair.com](mailto:gafredi@cair.com)

## Part A: Introduction

The Council on American-Islamic Relations (CAIR) is a nonprofit, grassroots civil rights and advocacy group. CAIR is America's largest Islamic civil liberties group, with regional offices nationwide and in Canada.

The internship program's objective is to further CAIR's mission to enhance the understanding of Islam, encourage dialogue, promote and protect civil liberties, and empower American-Muslims to build coalitions that ensure justice.

The internship program provides a means to complement academic work with practical vocational experience through professional development and department support that identifies skills, develops

leadership, and engages with critical community issues. The goal of the program is to empower the interns in hopes to further their career goals.

This is an unpaid internship. Interns will receive college credit, if needed. However, **it is the responsibility of the intern to file all necessary paperwork in order to obtain credit.**

Interns are expected to work at least 15 hours a week. Summer interns are required to work 20 hours a week. Please note that the summer session is over a shorter time period. Additionally, interns must be ready to work weekends and evenings, as needed.

Interns are responsible for their own travel, living (housing & food), and transportation arrangements.

### **Qualifications**

Candidates possess:

- Candidates must be third-year or higher university students pursuing a bachelor's degree or advanced degree. Exceptions may be made for highly qualified applicants.
- Enthusiasm, interest, and familiarity with CAIR's work.
- Strong written and verbal communication skills.
- Proficiency with Microsoft Office applications and internet research.
- Ability to convey information in a professional and diplomatic manner.
- Ability to work with people from diverse backgrounds.
- Good organizational skills and the ability to manage a variety of tasks.

**NOTE:** *Due to the number of applications received, only those selected for an interview will be contacted.*

## Part B: Application

Please complete the information below:

### I. Personal & Scholastic Data

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of Birth (mm/dd/yy): \_\_\_\_\_

University: \_\_\_\_\_ Major: \_\_\_\_\_ Expected graduation date: \_\_\_\_\_

Are you applying for college credit? \_\_\_\_\_ Yes \_\_\_\_\_ No

**In Case of Emergency:** Name of person to be contacted.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Do you have a physical impairment or medical conditions that CAIR should be aware of?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If so, please elaborate:

\_\_\_\_\_

### II. Internship Placement Session 2023

Please check the session that you are applying for.

\_\_\_\_\_ Winter: Jan 4 – Mar 17, 2023

\_\_\_\_\_ Spring: Apr 10 – Jun 16, 2023

\_\_\_\_\_ Summer: Jul 05 – Aug 18, 2023

\_\_\_\_\_ Fall: Sep 11 – Dec 08, 2023

### III. Internship Positions

Interns will receive basic training in all aspects of CAIR's work, but will be assigned a focus project in one of the following areas:

**Public Affairs:** The Public Affairs internship provides students with an opportunity for community engagement around issues related to civic engagement. Interns can expect to learn about the legislative process and the intersection of the public policy process and grass roots advocacy. Interns can expect to research current policy topics, develop fact sheets, action alerts and other advocacy materials, draft memos and letters to federal, state, and local policymakers, plan events and potentially attend meetings and legislative visits. Some understanding of the legislative process is preferred.

**Development:** Intern will assist in creating and implementing grants calendar, researching methods to introduce mobile fundraising for CAI R-LA. Applicant must have excellent research skills to seek out foundation grants, potential donors, and anything related to nonprofit capacity building. Use Raisers edge software to track donor profiles and assist in stewardship (Thank You cards and letters).

**Outreach:** Responsibilities include organizing events sponsored by CAIR, assisting with inquiries by members and guests, planning workshops, talks, forums, sensitivity trainings, and civic and educational campaigns. Other responsibilities may include acting as a liaison between CAIR and local Muslim and other faith and ethnic communities, organizing outreach programs with Islamic centers, local universities and volunteers, and developing and implementing strategies to attract individuals to become involved with CAIR. Interest in event planning is encouraged.

**Media Relations:** Responsibilities include assisting with media requests, keeping track of positive and negative coverage of Islam and Muslims in local media, and writing letters and opinion pieces. Interns will develop their skills for writing in a journalistic style and how to effectively respond to media. Intern will also learn the role of media, how to develop press releases and media packets, and hold press conferences. An interest in media and communications is recommended.

**Programs:** Responsibilities include organizing events sponsored by CAIR, assisting with inquiries by members and guests, planning workshops, talks, forums, sensitivity trainings, and civic and educational campaigns. Other responsibilities may include acting as a liaison between CAIR and local Muslim and other faith and ethnic communities, organizing outreach programs with Islamic centers, local universities and volunteers, and developing and implementing strategies to attract individuals to become involved with CAIR. Interest in event planning is encouraged.

**Civil Rights:** Interns are the first point of contact for community members reporting incidents and seeking assistance. Interns typically spend most of their time working with community members, documenting, and conducting research to assist with resolution of cases. They assist the civil rights department with all of the case management process. There is occasional local travel required for event participation and meetings with clients or partner agencies. People who are fluent in Arabic, Farsi, and Urdu would be especially helpful; however it is not a requirement. An ability to confidently communicate and ask questions is essential to successfully advocate on behalf of the community- without effective communication, there is no effective advocacy. Also, strong organizational and research skills are desired. An interest in law is recommended, however, any social science or humanities background will be useful for successfully completing a civil rights internship.





## VI. Resume

- 1.) Please include a resume and cover letter with the application.
- 2.) On a separate sheet of paper, please include your school schedule and planned absences (such as weddings, graduations, vacations, school-related activities, including midterms and finals, etc.).

## VII. Required Essay

What are your career goals? How does the CAIR internship fit into your future goals? Please state in no more than 200 words.

## VIII. Optional Essay

If you were given an opportunity to address a relevant topic concerning American-Muslims, what would it be and why? Please elaborate on how you feel the issue should be addressed. Please limit to a maximum of two pages.

## IX. Personal References

Please provide a minimum of two references. It is strongly encouraged that the references be academics, employers/other professionals, and community leaders/activists not related to you.

Name: \_\_\_\_\_

Affiliation: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Affiliation: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_

Affiliation: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

**X. Internship Agreement**

I understand that by submitting this application for admission to CAIR, CAIR has the liberty to place me in the position most suited to my qualifications or needs of CAIR. If I am selected as an intern, I agree to notify CAIR, in writing, of my acceptance within one week of selection. If CAIR does not receive notification from me, then CAIR can assume that I am not participating in the internship program.

I certify that I have read and understood all the information mentioned above and the information I have provided is complete, accurate, and to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please email or fax completed materials to CAIR**

Questions: Please contact Qoodseya Afredi  
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2180 W. Crescent Ave, Ste. F, Anaheim, CA 92801  
**Phone: (714) 776-1847 • Fax: (714) 776-8340**  
**E-mail: [gafredi@cair.com](mailto:gafredi@cair.com)**

**FOR OFFICE USE ONLY**

Accept     Decline     Defer    Department \_\_\_\_\_  
Initials \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_