



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

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

## 2024 CAIR Internship Application

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

### SESSIONS

Winter:	Jan 08	–	Mar 15
Spring:	Apr 08	–	Jun 14
Summer:	Jul 08	–	Sep 13
Fall:	Oct 07	–	Dec 13

### DEADLINES

Dec 15, 2023
Mar 15, 2024
Jun 14, 2024
Sep 13, 2024

### 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 college/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 2024

Please check the session that you are applying for.

\_\_\_\_\_ Winter: Jan 08 – Mar 15, 2024

\_\_\_\_\_ Spring: Apr 08 – Jun 14, 2024

\_\_\_\_\_ Summer: Jul 08 – Sep 13, 2024

\_\_\_\_\_ Fall: Oct 07 – Dec 13, 2024

### 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:

**Operations/Non-Profit Administration:** Interns assist with daily operations such as coordination of staff meetings, trainings, and activities; greeting guests and interacting with patrons; and assisting with office organization projects. The internship will also include a membership component with responsibilities such as donor and community outreach, development of membership program, and more. Intern will be encouraged to explore and present ideas for improving overall office efficiency.

**Development:** Interns will assist in researching methods for donor growth and stewardship. Interns should be solution-oriented, resourceful, know how to work independently as well as comfortable with communicating to donors and organizations through email and phone. Applicant must be knowledgeable in data analysis and reading/understanding reports. Knowledge of Microsoft Excel is required, CRM experience is preferred.

**Outreach:** Responsibilities include organizing events sponsored by CAIR and assisting with inquiries by members and guests. 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 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.

**Immigrant Rights Center:** Interns assist attorneys and staff in providing legal assistance to our clients to help them obtain immigration status or benefit, become a US citizen, or petition for relatives. Interns will work in a diverse and supportive environment, where you learn from experienced professionals and make a difference in the lives of people who need help. Prefer interns to be a current or recent graduate from a university or college and have working knowledge of English and other languages that our clients speak (Spanish, Arabic, Dari or Pashtu).

**Communications/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.

**Policy:** The Policy 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.

**Special Projects/Grants:** The Special Projects/Grants internship delivers our objective-based programming and services by leading building out infrastructure, data collection and storage, research, and creating sustainable systems and processes for the various grants CAIR-LA leverages to support and provide services to the community. The team drives collaboration between departments, streamlines and standardizes processes, and proactively seeks funding for the organization. Excellent research skills, resourcefulness, and ingenuity are preferable skills.

**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.

**Community Organizing:** Interns assist with the coalition building and community organizing aimed at challenging Islamophobia and violence in the Greater Los Angeles Area. Interns will assist with the development of a strategic plan, provide outreach and communications support and organize direct actions. Students interested in grassroots community organizing, challenging systemic oppression and building authentic relationships with communities of resilience are highly encouraged to apply.

**Youth Development:** Interns assist with implementing CAIR's youth programming which engages K-12 and college students/young professionals around the issues of identity, civil rights, civic engagement and social justice. Responsibilities include research on a wide range of issues affecting Muslim youth, developing curriculum materials, program planning, outreach and recruitment, and delivering workshops and presentations as needed.

*All interns will take part in administrative work (filing, copying, typing, answering phones, running office errands, etc.)*

**Department of Interest:** \_\_\_\_\_

**Alternative:** \_\_\_\_\_

## V. Position Assessment

**Please carefully consider and answer the following questions:**

- 1.) How familiar are you with the legislative process?  
Not familiar at all                      Very familiar  
1                  2                  3                  4                  5
- 2.) Have you ever worked on a political campaign?  
☐ Yes                  ☐ No
- 3.) Have you ever been involved with student government?  
Not at all involved                      Very involved  
1                  2                  3                  4                  5
- 4.) Do you have any prior journalism writing experience?  
Not experience at all                      Very experienced  
1                  2                  3                  4                  5
- 5.) Have you worked for your college newspaper?  
☐ Yes                  ☐ No
- 6.) How well can you cope with people who may appear stressed and/or emotionally disturbed?  
Can't cope                      Cope very well  
1                  2                  3                  4                  5
- 7.) How well do you work with people who have difficulty communicating in English?  
Not well at all                      Work very well  
1                  2                  3                  4                  5
- 8.) If you were to become a journalist, would you prefer the investigation or writing the story?  
☐ Investigation                  ☐ Writing the story
- 9.) How much do you enjoy problem-solving?  
Do not enjoy at all                      Enjoy very much  
1                  2                  3                  4                  5
- 10.) Are you available to attend events that occur on weeknights or weekends?  
☐ Yes                  ☐ No
- 11.) Are you willing to drive to events that will involve travel to Orange County, the Inland Empire, and Los Angeles County?  
☐ Yes                  ☐ No
- 12.) Have you ever designed and maintained a professional website?  
☐ Yes                  ☐ No
- 13.) Would you be able to provide a portfolio of past graphic design work?  
☐ Yes                  ☐ No

14.) Do you have experience with QuickBooks and Raiser's Edge?

☐ Yes

☐ No

15.) How comfortable are you calling members of CAIR on a regular basis?

Not comfortable at all

Very comfortable

1

2

3

4

5

16.) Which computer programs have you worked with in the past?

17.) Have you done any media relations work for a student group or any community group?  
Describe your work.

## 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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#### **FOR OFFICE USE ONLY**

☐ Accept    ☐ Decline    ☐ Defer    Department \_\_\_\_\_

Initials \_\_\_\_\_ Date (mm/dd/yy) \_\_\_\_\_