



**Internship and Volunteer Opportunities:  
A Compilation of Organizations**

**Produced by *The George R. Muirhead*  
Center for International Education**

**Fall 2009**

[www.ccsu.edu/cie](http://www.ccsu.edu/cie)

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# **CHAPTER ONE**

## **INTERNSHIP & VOLUNTEER OPPORTUNITIES**

### *IN-STATE ORGANIZATIONS*

#### **THE CAPITAL REGION CONFERENCE OF CHURCHES**

**(Unpaid)**

**Community, Religion, seniors**

Contact Person: Gladys Perez Johnson

30 Arbor Street

South Building

Hartford, CT 06106

Phone: 860-236-1295

Fax: 860-236-8071

[www.conferenceofchurches.org](http://www.conferenceofchurches.org)

Established since 1900, the Capital Region Conference of Churches is a Non-profit organization that works within the Capitol Region through various community based programs and ecumenical programs.

#### **CATHOLIC CHARITIES MIGRATION & REFUGEE SERVICES**

**(Unpaid)**

Family Service Center

90 Franklin Square

New Britain, CT 06051

Phone 860-225-3561

Fax 860-225-2558

Volunteer Interest Area: Children & Youth, Education & Literacy, International, Race & Ethnicity, Women.

#### **CHARTER OAK CHAPTER OF CONNECTICUT (AMERICAN RED CROSS):**

*Disaster Relief, Emergency & Safety, Health & Medicine, International*

**(Unpaid)**

<http://CharterOak.RedCross.org>

The American Red Cross is a humanitarian organization, led by volunteers, that provide relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

## Internship Opportunities

### Internship Position Description

Position Title: *Staff Accountant Intern*

Reports To: Director of Finance

Purpose of Position: Assist in the day-to-day operations of the Finance Department

Responsibilities:

- Identify and process cash receipt transactions
- Maintain accounts receivable customer records
- Reconcile balance sheet accounts
- Process month-end journals entries
- Data entry and filing
- Various projects as they rise

Qualifications:

- To have completed 1-2 years of college-level accounting courses
- Possess a basic understanding of debits and credits and standard general ledger accounts
- Working knowledge of Excel and Word

Position Title: *Communication Intern*

Reports To: Senior Director, Marketing and External Relations

Purpose of Position: Assist in the development of cost effective methods to increase visibility for the Charter Oak Chapter of the American Red Cross, its programs and services

Responsibilities:

- Assist with the writing and production of the quarterly chapter, newsletter *Lifelines*
- Research Methods to electronically distribute chapter information
- Research, write and edit press releases, stories for the chapter website
- Assist with Web site development/improvement
- Assist with PR activities
- Research and contact local clubs and organizations to schedule presentations to be given by a member of the Red Cross Ambassadors' Club (speakers bureau)
- Other administrative duties as required

Qualifications

- Must have achieved sophomore status or higher
- Familiarity with Microsoft office and the internet
- Above average writing skills, strong command of proper grammar, punctuation and spelling
- Professional manner and strong interpersonal skills
- Public relations, Communications, Journalism or English Majors are a plus, but not a requirement

Position Title: *Communication Disaster Education Intern*

Reports To: Manager of Preparedness, Preparedness & Response

Purpose of Position: Assist with the development and coordination of programs that teach the public how to be prepared for disasters

Responsibilities:

- Assist with coordination of community disaster education events
- Coordinating times/dates of programs
- Working with outside agencies (i.e. police, fire, government) to coordinate activities
- Talking with local businesses about hosting preparedness events
- Set-up and break down of the event
- Speaking at public presentations within the community
- Completing the necessary paperwork to support the community event
- Assemble informational materials supporting the event
- Other duties specific to CDE as assigned

Qualification:

- Strong public speaking skills
- Excellent time management skills a must
- Able to meet deadlines
- Excellent communication skills
- Able to interact in professional settings
- Able to work with little supervision
- Able to initiate projects
- Sensitive to cultural diversity
- Basic computer knowledge
- Knowledge of Excel and Access databases a plus

Training: Orientation to the American Red Cross

Basic level courses in Disaster

- Introduction to Disaster services
- Community Disaster Education

Commitment: Flexibility for occasional weekend/evening hours is a must

Position Title: *Casework Intern*

Reports To: Casework Administrator, Preparedness & Response

Purpose of Position: Assist with daytime emergency services, casework, and response to local disasters in the Charter Oak chapter service area

Responsibilities:

- Available to respond to local disasters with the daytime Disaster Action Team or Casework Administrator
- Meet with clients in the Farmington offices or other designated locations to provide follow up individual client services and recovery assistance and information
- Ensure that all casework and documentation is complete and all the client needs are met related to shelter, food, clothing and health/mental health

- Provide information and referral services to aid in the family recovery; contact appropriate agencies and vendors on their behalf
- Answer calls from the general public on requests for information or referrals
- Assist in processing casework in computer system
- Assist with ongoing projects in the Emergency Services department

Qualifications:

- Excellent verbal & written communication skills
- Human/Social services experience or education preferred
- Computer literacy

Training:

- Complete basic level disaster courses
- CPR/First Aid

Position Title: *Grant Writing Intern*

Reports To: Director, Financial Development

Responsibilities:

- Research potential sources of grant funding
- Compile and integrate new and old prospects into a resource system
- Research, develop and complete grant proposals to be submitted with the support of chapter staff
- Track and follow-up with existing grants in the community
- Research new prospects for funding (foundations, corporations, organizations)
- Update database/files
- Other duties as assigned

Qualifications:

- Excellent written and oral communications skills
- Strong organizational and analytical skills
- Ability to work independently and creatively
- Minimum one year experience working with spreadsheets and databases

Position Title: *Human Resources Support- Chapter/Blood Services Relations*

Reports To: Manager Chapter/Blood Services Relations, Volunteer Resources Department

Purpose of Position: Increase the number of available volunteers to staff blood drives

Responsibilities:

- Assist with recruitment and processing of new blood drive volunteers to include: interviewing and orienting new blood drive volunteers, submitting background check forms, and data entry
- Responsible for maintenance of blood drive staffing note book
- Responsible for management of Blood Services volunteer phone line
- Responsible for reporting to the Manager of Chapter/Blood Services relations all blood drive staffing shortages within designated time allowance
- Other duties as assigned

Qualifications:

- Excellent interpersonal, communication skills
- Strong organizational skills
- Computer literacy and data entry skills
- Ability to work with little supervision
- Ability to work with people of diverse backgrounds
- Human resources background and interviewing skills a plus
- Must be flexible with the ability to work weekends, as needed

Training

- Orientation to the American Red Cross
- Orientation to Blood Services
- Orientation to processing new Blood Drive volunteers

Position Title: *Volunteer Resources Intern-Human Resources*

Reports To: Manager of Volunteer Resources

Purpose of Position: Access/Improve volunteer recruitment and retention efforts

Responsibilities:

- Identify new resources for volunteer recruitment, retention and recognition
- Assist with processing new volunteer applications
- Responsible for follow up with inquiries about volunteer opportunities
- Assist with processing of ID cards for volunteers and annual renewal
- Assist with revision and creation of volunteer position descriptions
- Responsible for researching best practices for volunteer management in Metro Chapters to include orientation for new volunteers and protocols for court-ordered community service volunteers
- Assist with development of new volunteer recruitment tools
- Other duties as assigned

Qualifications

- Excellent interpersonal skills
- Strong organizational skills
- Strong problem solving skills
- Strong English communication skills (oral and written)
- Ability to work in and contribute to team environment
- Good basic computer skills
- Ability to work independently
- Ability to work with people of diverse background
- Knowledge of/Interest in Human Resource practices a plus
- Interviewing skills a plus

Training

- Orientation to the American Red Cross
- Orientation to Blood Services
- Orientation to processing new Blood Drive volunteers

Position Title: *Intern-Southeastern Connecticut Office Assistant*

Reports To: Manager, Branch Emergency Services

Responsibilities: provide general office assistance including answering the phone, greeting visitors, assisting with mailing, filing, collating and copying.

Qualifications:

- Basic working knowledge of computer software such as word.
- Strong data inputting skills with attention to detail; limited mistakes
- Strong verbal and written communication skills
- Good customer service skills with a professional demeanor
- Good organizational and time management skills

Position Title: *Special Events Intern*

Reports To: Director, Financial Development

Purpose of Position: Assist with the execution of Charter Oak Chapter's special events which includes:

**Note: General for American Red Cross Internships**

Training:

- Orientation to the American Red Cross and on the job training

Commitment:

8-10 hours per week for a semester or over the summer.

The office is open 8.30 to 4.30 Monday through Friday. A regular schedule is required

Internship Contact Person: Lori Lehan

Senior Director, Human Resources

209 Farmington Ave.

Farmington, CT 06032

Phone: (860) 678-2788

Fax: (860) 678-4327

Email: [lehanl@usa.redcross.org](mailto:lehanl@usa.redcross.org)

*Current Volunteer Opportunities*

Call: 877-243-5727

860-678-2700, or

Sandy Murdoch

Manager – Volunteer Resources

860-678-2793

[VolCOC@usa.redcross.org](mailto:VolCOC@usa.redcross.org)

**Disaster Action Team:** Provide emergency assistance to people in your community who have been forced from their homes due to fire, flood, winter storms or other disasters. You'll have an opportunity to work directly with people affected by disaster, helping them

begin their own recovery and providing the resources made possible by our generous donors. You may choose from a range of specialty tracks, including mental health counseling, shelter operations and client services. A range of on-call scheduling options is available. Training provided free of charge.

**National Disaster Volunteers:** Provide assistance to people affected by large-scale disasters across the United States on assignments of up to three weeks. The work that the Red Cross does in national disasters includes many of the same elements as local Disaster Action Team work – providing shelter, counseling, food and other emergency assistance. Training provided free of charge.

**Community Education Course Instructors:** Share life saving skills with others in the community by teaching CPR, First Aid, Aquatics, Community Disaster Preparedness Education or other Red Cross courses. Weekday, weeknight and Saturday opportunities are available. Instructor certification is required; ask about our scholarship incentives for instructor candidates.

**Blood Drive Volunteer:** Help to ensure a safe, reliable blood supply for Connecticut residents by supporting the nearly 1,500 blood drives the Chapter staffs each year. No medical skills are needed and you won't be handling medical equipment. Need for friendly, organized volunteers to greet blood donors, guide new donors through the registration process and serve refreshments after donations. Training will be provided to understand the donation and registration process. Volunteers are especially needed weekdays, but weekend hours are available too.

**CPR Training Manikin Preparation:** The manikins used for teaching CPR classes must be taken apart, sanitized and reassembled according to Red Cross procedures. Individual must be able to follow instructions carefully, work independently, and safely lift 30 pounds. Flexible weekday hours.

**Public Affairs/Marketing:** Assist with newsletters, Web sites and other communications. Help market stories to the media; organize lists, databases, press clips; and other administrative duties that help tell the story about the work of the Red Cross. Flexible weekday hours.

**Data Entry:** Positions available in Preparedness and Response Department and Financial Development. Computer utilization skills required. Knowledge of Raiser's Edge software a plus but we will train qualified people.

**Financial Development Assistant:**

General Office Work - Filing, photocopying, preparation of mailings, word processing.  
Data Entry - enter donations in Raisers Edge data base. Individual must be proficient in data entry, but we will train you in use of Raisers Edge. Flexible weekday hours.

**Red Cross Store Aide:** Assist with inventory control, course material preparation and equipment maintenance. Daytime hours.

**Chapter Support and General Office Work:** Including filing, photocopying, preparation of mailings, word processing, preparing training materials, clerical work and phone answering. Volunteers are needed in the Chapter's Farmington and Waterford locations.

**Special Events Volunteer:** Help out at events for fundraising and community awareness.

**Youth Outreach:** Help to engage and train the next generation of Red Cross volunteers! Help to plan, develop, implement and evaluate youth activities; develop and maintain relationships with local schools and community organizations supporting youth and young adults.

### **FAITH CARE:**

**(Unpaid)**

**Community, Health & Medicine, International, Religion**

Contact Person: Barbara Grey  
504 Main Street,  
Farmington, CT 06032  
Phone: 860-674-0698  
Fax: 860-674-1364  
[www.faithcare.net](http://www.faithcare.net)

### **DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT**

**(Unpaid)**

Contact Person: Mitch A. Drabik  
Human Resource and Staff Development Director  
International Division  
505 Hudson Street  
Hartford, Connecticut, U.S.A. 06106  
Phone: (860)270-8022  
Fax: (860)270-8028  
Email: [mitch.drabik@ct.gov](mailto:mitch.drabik@ct.gov)

Paid and unpaid internship opportunities occur during the year in various offices and divisions throughout DECD. Interns assist division directors and other professional staff with various economic and community development projects and research activities in one of the following areas: business recruitment, industry clusters, real estate and infrastructure, accounting, contract compliance, international affairs, workforce development, information technology, small cities/community development, public information and legal affairs. These internships provide students with insight into the Connecticut economy and business community as well as the operations of a dynamic State agency.

## **HABITAT FOR HUMANITY INTERNATIONAL**

**(Unpaid)**

**VISTAS** – Living Stipend

### **Community, Homeless & Housing**

Contact Person: Krista Coletta

Email: [krista@hartfordhabitat.org](mailto:krista@hartfordhabitat.org)

P.O Box 1933

Hartford, CT 06144

Phone: 860-541-2208

Fax: 860-541-2211

[www.hartfordhabitat.org](http://www.hartfordhabitat.org)

### **Golf Tournament Volunteers**

**Job Description:** The 13th Annual "Sticks for Bricks" Benefit Golf Tournament will be held on Tuesday, September 25th. To help us get to that day and make it a successful event, we are looking for volunteers to help with the following:

#### **As we get ready:**

General Administrative Work (receiving donations at the office, entering in system, sending acknowledgment letters, keeping tab of new sponsors, ordering golf signs, reporting to the golf committee, serving as the 'contact point' at the office).

#### **On the day of the event:**

Registration Table

Set up the area with the raffle prizes

Someone to run volunteers from the assigned holes to the club house for bathroom breaks

Raffle ticket sellers; Distribution of raffle prizes

**Time Commitment:** Through October 15th or until the books on the event are closed.

**To sign up, contact:** [krista@hartfordhabitat.org](mailto:krista@hartfordhabitat.org)

### **Faith Build-A-Thon Organizational Volunteers**

**Job Description:** Our affiliate is looking for someone to help organize this week long event. We will be building and raising money for the House of Abraham project on Loomis Street in Hartford but need many hands to help "behind the scenes" to make it happen!

Organizing this event includes things such as coordinating refreshments, awards/plaques, event scripts, etc.

**Time Commitment:** From now until mid-October. This position could also be split up among various people based on their time commitments.

## AmeriCorps VISTA Positions

**Job Description:** Volunteers in Service to America, or VISTA, is a program of the National Corporation for Community Service. VISTA's serve for one year with our affiliate. We currently have four different VISTA positions open:

Volunteer Services/Construction Assistant  
Family Services

**Time Commitment:** Each position is a year long commitment, working a typical 40 hour week.

**Additional Information:** VISTA's receive a living allowance from AmeriCorps as well as health benefits and the choice of a cash stipend or education award upon completion of service.

**Contact:** For detailed job descriptions and more information about the VISTA program please visit [www.americorps.org](http://www.americorps.org) and view our program listings. For specific questions, please contact Krista at [krista@hartfordhabitat.org](mailto:krista@hartfordhabitat.org).

## Weekday Crew Leaders

**Job Description:** Our weekday schedules are quickly filling up with volunteers who need supervision. In efforts to help our Site Supervisors, we are looking for volunteers with construction backgrounds who are available Tuesday, Wednesday or Thursday to Crew Lead inexperienced volunteers. Interested volunteers must contact Christy in the office to schedule a Saturday to work with a current Crew Leader and our Site Supervisor, who will be the one to approve a volunteer to be a Weekday Crew Leader.

**Time Commitment:** We schedule groups Tuesday – Thursday from 7:45 am until about 3:00 pm. Crew Leaders must be able to commit to a full day and are scheduled as needed based on the groups. It will be an on-call type job based on the volunteer's schedule as well as the affiliate's schedule.

## Office Angels

**Job Description:** Office Angels work in the office a set number of hours or days per week. Tasks include answering phones, data entry, filing, mailings and other office work that comes up. Some basic computer knowledge is helpful but not necessarily required. Volunteers should be flexible and willing to do a variety of different things depending on current office needs.

**Time Commitment:** The office is open Monday-Friday 9-5 but each volunteer creates their own schedule in collaboration with the Operations Supervisor.

## Habitat “Reporters”

**Job Description:** We need people who are available during the week as well as weekends to research, photograph and write articles, press releases and other publications. Volunteers can focus in one or all of these areas but must be willing to get out and research and interview for specific assignments and then return to Habitat with completed articles for review. Volunteers can work from home or in the office in coordination with the Development Department. Photographers must provide their own equipment and preferably shoot digitally.

**Time Commitment:** Volunteers can work on as many or as few assignments as possible. The amount of time per assignment varies and will be worked out with the coordinator of that specific event. As noted above, however, some week day availability is recommended.

### THE HUMAN RESOURCES AGENCY OF NEW BRITAIN, Inc. (Unpaid)

#### **Community, Education & Literacy, Employment, Homeless & Housing, Immigrants & Refugees**

Contact Person: Robert Sanchez  
180 Clinton Street  
New Britain, CT. 06053  
Phone: (860-225-4688) x 2356  
Fax: 860-225-4843  
Web site: [www.hranbct.org](http://www.hranbct.org)

The Human Resources Agency of New Britain, Inc. is a nonprofit organization dedicated to increasing economic self-sufficiency among individuals and families residing in New Britain. HRA's myriads of services are divided under six program divisions: central administration, children and families, community and neighborhood, employment and training, energy and housing, and health and education.

The mission of the Human Resources Agency of New Britain, Inc. (HRA) is to improve the quality of life by helping people achieve economic and social potential; responding to the causes and conditions of poverty; and building stronger individuals, families and communities in the greater New Britain area.

## **INTERNATIONAL INSTITUTE OF CONNECTICUT - REFUGEE RESETTLEMENT AID**

Contact Person: Sharon Mackwell

Email: [smackwell@iiconn.org](mailto:smackwell@iiconn.org)

Phone: 203-336-0447

670 Clinton Avenue

Bridgeport, ct 06605

Phone: 203-336-0141

Fax: 203-339-44

<http://www.iiconn.org>

The International Institute of Connecticut-Refugee Resettlement Aid is a non-profit, non-sectarian social service agency dedicated to the needs of immigrants, refugees and their families. Support is provided through direct professional services, counseling, advocacy and the advancement of fair and humane public policy. In fact, since 1918, the institute has assisted over 7000 people each year integrate into American life. It has paved the way for them to find a place to live, to find employment, to learn English and to generally improve their lives and be happy and adjusted in their new country. IIC is recognized and accredited by the US Board of Immigration Appeals.

- Volunteer Opportunities
- Translator/Interpreter

## **INTERNATIONAL ORPHANS FOUNDATION**

**(Unpaid)**

**Advocacy & Human Rights, Children & Youth, Immigrants & Refugees,  
International**

Contact: Janine Hewitt

460 Smith Street, Suite A

Middletown, CT 06457

Phone: 860-613-0777

[www.orphansfoundation.org](http://www.orphansfoundation.org)

The International Orphans Foundation (IOF) is a faith-based, non-profit organization dedicated to aid to orphans through outreach, education, and adoption.

## **LITERACY VOLUNTEERS OF CENTRAL CONNECTICUT**

**(Unpaid)**

### **Board Development, Computers & Technology, Education & Literacy, Immigrants & Refugees, Women**

Contact: Darlene Hurtado  
Executive Director  
Phone: 860-229-7323  
Email: [director@literacycentral.org](mailto:director@literacycentral.org)  
20 High Street, 3<sup>rd</sup> Floor  
New Britain, CT 06051  
[www.literacycentral.org](http://www.literacycentral.org)

The Literacy Volunteers of Central CT seeks to recruit and train volunteers to effectively teach motivated adults who are eager to improve their lives by learning or improving their ability to read, write, and speak English.

Volunteers are trained to help adults reach their community, work, family, and education goals through English literacy.

## **THE SALVATION ARMY - CONNECTICUT**

### **Community, Crisis Support, Emergency & Safety**

Contact Person: Alonzo Little  
Email: [alonzo.little@USE.SalvationArmy.org](mailto:alonzo.little@USE.SalvationArmy.org)  
855 Asylum Avenue  
Hartford, CT 06105  
Phone: 860-543-8406 x 141  
Fax: 860-543-8412

The Salvation Army, in cooperation with the Federal Emergency Management Agency (FEMA) and state and local governments, provides food, shelter, counseling and other services in an emergency or disaster.

## **SURVIVORS OF HOMICIDE**

### **Advocacy & Human Rights, Computers & Technology, Crisis, Support, Justice & Legal, Women**

Contact Person: Danielle Rea  
530 Silas Deane Hwy  
Wethersfield, CT 060109  
Phone: 860-257-7388  
Email: [Danielle@survivorsofhomicide.com](mailto:Danielle@survivorsofhomicide.com)

Survivors of Homicide, Inc. is a non-profit organization which exists to provide counseling, support and advocacy for loved ones and friends of homicide victims. The organization also works to foster victims' rights and offers violence prevention educational programs.

Services offered: counseling, peer support, support groups, therapy groups, information, personal advocacy, newsletter and website, anti-violence workshops, advancing victims' rights

# CHAPTER TWO

## **OUT OF STATE ORGANIZATIONS**

### **AIIESEC-U.S.**

#### **(Paid)**

127 West 26<sup>th</sup> Street, 10<sup>th</sup> Floor  
New York, NY 10001  
Phone: 212-757-3774  
Fax: 212-757-4062  
[www.us.aiesec.org](http://www.us.aiesec.org)

One of the premier international internship organizations (International Association of Students in Economic and Business Management) managed by students for students majoring in economics and business. Operates with local chapters on 73 member campuses throughout the U.S. Focuses on international management. Approximately 300 internships available each year with such companies as AT&T, IBM, and Unisystem. Exchanges encompass 87 member countries. These are paid internships (\$200-\$400 a week). Most internships last from 6 weeks to 18 months. Applicants must apply through campus chapters. Most applicants are college juniors or seniors who have completed at least two years of basic business and language courses. Application fee is \$450.00.

### **AMERICAN FRIENDS SERVICE COMMITTEE (AFSC)**

#### **(Unpaid)**

#### **Organizational description:**

AFSC upholds the principle of meeting human needs without regard to politics, religion or nationality. It promotes self-help and independence, and the improvement of people's physical, economic and social well-being, out of Quaker concern for reconciliation and the relief of suffering. AFSC focuses on promoting mutual understanding of people.

#### **For further information on internships and jobs, see web link below:**

Web: <http://www.afsc.org/jobs/default.htm>

### **AMERICAN INSTITUTE FOR FOREIGN STUDY, COLLEGE DIVISION**

#### **(Unpaid)**

River Plaza  
9 West Broad Street  
Stamford, CT 06902  
Phone: 866-906-2437  
203-399-5000  
Fax: 203-399-5590  
Web site: [www.aifs.com](http://www.aifs.com)

This organization arranges the international exchange of high school and college students and adults. Its field of operations encompasses 10 campuses in Mexico, Europe, Asia, and Australia. It offers about 40 internships each year for a duration of 12 to 15 weeks each. Participants combine academic classes with work experience. These are unpaid, voluntary internships for college juniors, seniors, and graduate students. Requires a \$50 applicant processing fee.

### **AMIZADE**

#### **(Unpaid)**

#### **Pittsburg**

200 Robinson Street  
Pittsburgh, PA 15213  
Phone: 412-586-4986

#### **West Virginia University**

PO Box 6894  
348 Stansbury Hall  
Morgantown, WV 26506  
Program Inquiries: 304-293-6049  
[volunteer@amizade.org](mailto:volunteer@amizade.org)  
<http://www.amizade.org/>

Amizade is a Portuguese word meaning ‘friendship’. The organization encourages intercultural exploration and understanding through community-driven volunteer programs and service-learning programs.

[Amizade Volunteer Programs](#) offer a rewarding combination of exploration, service and understanding in communities around the world.

[Service-Learning Programs](#) offer undergraduate and graduate credit to students interested in challenging academic and service experiences with communities around the world.

Amizade is a nonprofit 501(c)(3) organization.

### **AMNESTY INTERNATIONAL USA**

#### **(Unpaid)**

5 Penn Plaza  
New York, NY 10001  
Phone: 212-807-8400  
Fax: 212-627-1451  
Email: [aimember@aiusa.org](mailto:aimember@aiusa.org)  
Web site: [www.amnesty-usa.org](http://www.amnesty-usa.org)

This global nonprofit organization focuses on the release of prisoners of conscience. It lobbies international organizations and governments as well as focuses media attention.

## **THE ARMS CONTROL ASSOCIATION**

### **(Unpaid)**

1313 L Street Suite 130

Washington, DC 20005

Phone: 202-463-8270

Fax: 202-463-8273

Web site: [www.armscontrol.org](http://www.armscontrol.org)

This non-profit research organization focusing on educating the public about arms control and related issues, offers several unpaid full-time and part-time internships each year involving research, writing, proofreading, editing, layout, and general clerical work. Open to college sophomores, juniors, seniors, college graduates, and graduate students. Contact the Intern Coordinator for details. Send a cover letter, resume, and a brief writing sample.

## **ASSOCIATION FOR INTERNATIONAL PRACTICAL TRAINING**

### **(AIPT)**

### **(Paid/Unpaid)**

#### **Organization Description:**

AIPT is a non-profit organization, committed to creating the ultimate global training and cultural exchange experience. AIPT has a variety of programs and services for students and professionals through work-based educational and professional experiences to enhance global competencies and increase mutual understanding between cultures.

#### **Internship Description/Duties:**

AIPT accepts interns who can contribute professional skills and cultural knowledge to the organization's operation. Available positions are posted on AIPT's website, or you may send your resume to the address below.

#### **Time Period/Deadlines:**

Flexible.

#### **Financial Information:**

Internships may be paid or unpaid depending on the position.

#### **For further information, contact:**

Bonnie M. Greffe

Association for International Practical Training

10400 Little Patuxent Parkway, Suite 250

Columbia, MD 21044

Phone: 410-997-2200

Fax: 410-992-3924

Email: [opportunities@aipt.org](mailto:opportunities@aipt.org)

Web: [www.aipt.org](http://www.aipt.org)

## **ASSOCIATION TO UNITE THE DEMOCRACIES**

### **(Paid)**

1506 Pennsylvania Avenue, SE  
Washington, DC 20003  
Phone: 202-544-5150  
Fax: 202-544-3742

This association promotes world order and democracy through education-al programs, publications, and conferences. It offers paid internships (\$250 per month) for periods of 4-6 months each. Candidates should have an interest in international relations, demonstrate a good command of English, and have good computer and foreign language skills.

Applicants must submit a resume, writing sample, transcript, recommendation, and a letter explaining their interest in working for AUD. Application deadline is January 1 for spring, May 1 for summer, and August 1 for fall.

## **BEAVER COLLEGE CENTER FOR EDUCATION ABROAD**

### **(Unpaid)**

Beaver College  
450 S. Easton Road  
Glenside, PA 19038  
Phone: 888-232-8379 or 215-572-2174  
Web site: [www.beaver.edu/cea](http://www.beaver.edu/cea)

Beaver College arranges junior-senior year study abroad programs for numerous colleges and universities. Internships run for one semester. Candidates must be currently enrolled in an accredited American college or university with a GPA of 3.0 and at least a 3.3 in three courses in the internship discipline. Interns receive academic credit for courses taken during the internship period. Open to college juniors and seniors. Requires a \$35 application fee. Application deadlines are October 15 for spring; April 20 for fall; and March 10 for summer London program (nonacademic). Contact the Program Coordinator for further information.

## **CENTER FOR THE STUDY OF CONFLICT**

### **(Unpaid)**

5846 Bellona Avenue  
Baltimore, MD 21212  
Phone: 410-323-7656

This is a research and education organization dedicated to the study and application of conflict resolution methods. Offers two unpaid internships each year. Length of internship is flexible. Interns perform research, copyediting, and general office work. Open to high school seniors, high school graduates, college students, college graduates, graduate

students, and others. Contact the Director with a resume, names and addresses of two references, a one-page writing sample, and a letter of interest.

### **CHURCH WORLD SERVICE**

#### **(Stipend or Travel Reimbursement depending on internship)**

##### **Organization Description:**

Through Church World Service, members of congregations in the U.S.A. come together with the ecumenical family worldwide to witness to and share Christ's love with all people. Church World Service achieves its mission by: providing opportunities to work together worldwide; meeting basic needs of people; advocating for justice, human rights and the dignity of all; educating for peace and reconciliation; and promoting the integrity of the environment.

##### **Internship Description/Duties:**

Church World Service periodically has openings for Interns to assist the organization in such areas as: education and advocacy, refugee resettlement programs, fund raising, human resources, and general management support.

Those interested should contact Karen de Lopez to learn more about what is available or to submit a letter of interest with a proposal of what you would like to do or accomplish in an internship along with a current resume and transcript.

##### **Time Period/Deadlines:**

Specific internship opportunities are posted on the Church World Service website: [www.churchworldservice.org](http://www.churchworldservice.org) as they become available.

##### **For further information, contact:**

Karen de Lopez, Human Resources Manager  
Church World Service  
28606 Phillips Street  
P.O. Box 968  
Elkhart, IN 46515  
Phone: 574-264-3102 x 351; 800-297-1516 ext 351  
Fax: 574-266-0087

### **COMMITTEE FOR NATIONAL SECURITY**

#### **(Unpaid)**

1901 Pennsylvania Avenue, NW  
Suite 201  
Washington, DC 20009  
Phone: 202-745-2450  
Fax: 202-667-0444  
Web site: [www.lawscns.org](http://www.lawscns.org)

This nonprofit educational research group focuses on the study of arms control, defense budgets, and chemical and biological weaponry. It offers three unpaid research and legislative tracking internships lasting 3-4 months each. Open to college sophomores, juniors, seniors, and graduate students. Apply to the Program Coordinator with a letter, resume, transcripts, and recommendations. Final selection requires an in-person interview. Application deadlines are May 1 for summer, August 1 for fall, and December 1 for spring.

### **COUNCIL STANDARDS FOR INTERNATIONAL EDUCATIONAL TRAVEL (CSIET)**

#### **(Unpaid)**

#### **Organization Description:**

The Council on Standards for International Educational Travel is a nonprofit organization committed to quality international youth exchange. It establishes standards for high school foreign exchange organizations, and annually publishes the Advisory List of International Educational Travel & Exchange Programs.

#### **Internship Description/Duties:**

Interns may work on researching of grants, programs fees, or relationships with overseas partners; assisting with outreach and research for the Advisory List; researching themes, exhibitors, and speakers for the Annual Meeting; and/or general clerical work.

#### **Time Period/Deadlines:**

Anytime, particularly in the spring and fall.

#### **Financial Information:**

Internships are unpaid; however, travel costs and the possibility for attending seminars and conferences in the Washington, DC, area can be discussed.

#### **If interested, please send a cover letter and resume to:**

John Hishmeh  
CSIET  
212 S. Henry Street  
Alexandria, VA 22314  
Fax: 703-739-9050  
Email: [mailbox@csiet.org](mailto:mailbox@csiet.org)  
Web: [www.csiet.org](http://www.csiet.org)

### **EXPORT-IMPORT BANK OF THE U.S. (EXIMBANK)**

#### **(Unpaid)**

811 Vermont Avenue, NW  
Washington, DC 20571  
Phone: 800-565-3946

Fax: 202-565-3946

Web site: [www.exim.gov](http://www.exim.gov)

This independent government agency promotes the export financing of U.S. goods and services. It sponsors 15-20 summer and semester interns each year in the areas of accounting, economics, financial analysis, and computer work. Open to under-graduate and graduate students. Favors majors in business administration, computer science, economics, finance, and marketing. Applicants must submit an OF-612 and college transcripts. Application deadline is March 31.

### **GENERAL ELECTRIC COMPANY**

#### **(Paid)**

Recruiting and University Development

3135 Easton Turnpike

Fairfield, CT 06431

Internet ONLY

Web site: [www.ge.com/careers/students/internships.html](http://www.ge.com/careers/students/internships.html)

General Electric Company hires numerous undergraduate and graduate interns for offices around the world: aerospace, aircraft engines, National Broadcasting Company (NBC), electrical distribution and control communications and services, motors, financial services, industrial and power systems, lighting, transportation systems, appliance, medical systems, and plastics. These are paid internships. Applicants should send a resume and cover letter indicating their desired position.

### **GLOBAL INFORMATION NETWORK**

#### **(Unpaid)**

Contact Person: Lisa Vives

146 West 29<sup>th</sup> Street, Suite 7E

New York, NY 10001-5303

Phone: 212-244-3123

Fax: 212-244-3522

Distributes newswire services from developing countries as well as writes stories on politics and culture. Interns become involved in numerous phases of the news business, from copy editing to writing stories. Offers unpaid internships.

### **HOLT INTERNATIONAL CHILDREN'S SERVICES**

#### **(Unpaid)**

#### **Organizational Description:**

Holt International Children's Services is a non-profit international child welfare and

adoption organization. Holt is dedicated to providing permanent, loving homes for children through family preservation, in-country adoption and international adoption. Holt is the largest international adoption agency in the country, placing approximately 1,000 children a year with adoptive families in the US. Since its founding in 1956, Holt has found adoptive families for nearly 40,000 children from more than a dozen countries.

**Internship Description/Duties:**

Student internship placements will be available in fields of study related to Holt's work as determined by department directors. The internship placement shall be based on specific activities that facilitate the student's learning experience. Internships are available to support current priorities and project needs. Interns are assigned to one of five departments in our Eugene, Oregon Headquarters Office (International Programs, Social Services, Public Policy & External Affairs, and Development & Finance.)

**Volunteer Description/Duties:**

Volunteers shall be assigned to work under the guidance and direction of a Holt staff member. That staff member shall be responsible to provide adequate training, supplies and equipment to accomplish the assigned tasks. Holt staff shall provide sufficient supervision and evaluation to ensure tasks are successfully completed in accordance with appropriate work standards.

**Time Period/Deadlines:**

Interns are also accepted as needed and in most cases length of commitment will coincide with the academic calendar. Placement for these positions is made throughout the year. Interns must be receiving academic credit throughout the duration of their internship. Volunteer positions are available as needed.

**Financial Information:**

These positions are non-paid.

**For further information, contact:**

Candidates who are interested in the internship program or volunteer opportunities can find an application and more information on our website at [www.holtinternational.org](http://www.holtinternational.org) under the Employment section. Current Intern and Volunteer positions are listed on this site. When a completed application has been received, it will be reviewed by the intern/volunteer coordinator and other appropriate staff. Candidates will be contacted if there is a potential opening that matches their interests and qualifications.

Holt International Children's Services  
PO Box 2880, 1195 City View  
Eugene, OR 97402  
Phone: 541-687-2202  
Fax: 541-683-6175  
E-mail: [info@holtinternational.org](mailto:info@holtinternational.org)  
Web: [www.holtinternational.org](http://www.holtinternational.org)

## **HUMAN RIGHTS WATCH**

### **(Unpaid)**

Everett Public Service Summer Internships  
350 Fifth Avenue, 34<sup>th</sup> Floor  
New York, NY 10118  
Phone: 212-290-4700  
Fax: 212-972-0905  
Web site: [www.hrw.org](http://www.hrw.org)

Each offer lasts from 8 to 10 weeks. Send resume, letter of interest, writing sample, and letter of recommendation by March 31. Also has some internships during the academic year.

## **IAESTE-U.S.**

10400 Little Patuxent Parkway  
Suite 250L  
Columbia, MD 21044-3519  
Phone: 410-997-3069  
Fax: 410-997-5186  
Web site: [www.aipt.org](http://www.aipt.org)

This popular worldwide internship program is designed for students in engineering, architecture, and the sciences. Provides practical on-the-job training in 60 member countries. Program is administered in the U.S. by the Association for International Practical Training (AIPT). Places 75-100 interns each year. Must be at least a college Junior enrolled full-time when applying. Primarily summer placements. \$50.00 application fee. \$150.00 placement fee.

## **INET FOR WOMEN**

### **(Unpaid)**

P.O. Box 6178  
McLean, VA 22106  
Phone: 703-893-8541  
Fax: 703-893-8541

This international trade and business organization promotes more effective strategies for cross-border transitions. It offers several unpaid internships lasting from 1½-6 months in information systems, public relations, advertising, marketing, membership administration, and events planning. Open to college juniors, seniors, graduates, and individuals re-

entering the work force. Requires a \$10 registration and processing fee. Contact the President for more information. Institute of International Education (IIE) – Chicago office.

The IIE/Midwest office in Chicago has no formal internship program; however, internships are available periodically. Internships are usually unpaid, but this can be negotiated depending on the internship. Academic credit is available.

**For further information, contact:**

Megan Spillman, Senior Program Officer  
IIE - Midwest Region  
155 North Wacker Drive, Suite 714  
Chicago, IL 60606  
Phone: 312-346-0026 x 204  
Fax: 312-346-2574  
E-mail: [mspillman@iie.org](mailto:mspillman@iie.org)  
Web: [www.iie.org/midwest](http://www.iie.org/midwest)

**INSTITUTE OF INTERNATIONAL EDUCATION (IIE) – Denver Office**  
**(Unpaid)**

**Organization Description:**

IIE is a large organization offering information on most topics related to international study and volunteer opportunities. This highly respected organization produces numerous exchange-related publications and also administers the Fulbright and other grants programs.

**Internship Description/Duties:**

Interns work two days a week at agreed-upon times. Interns work in each of Denver's major program areas: foreign student supervision, information and promotion of U.S. student scholarships, International Visitors Program, and Denver World Affairs Council programs. Depending on the time of year, interns work on special projects such as the annual benefit and the Fulbright Enrichment Seminar and have an opportunity to learn office skills and fund-raising.

**Time Period/Deadlines:**

Contact the organization for details. For summer, apply by April.

**Financial Information:**

Internships are unpaid, but academic credit may be arranged.

**For further information, contact:**

Erin McDonnell, IIE Rocky Mountain Region  
104 Broadway, Suite 500  
Denver, CO 80203  
Phone: 303-837-0788 ext. 15  
Fax: 303-837-1409  
Email: [emcdonell@iie.org](mailto:emcdonell@iie.org)  
Web: [www.iie.org](http://www.iie.org)

**INSTITUTE OF INTERNATIONAL EDUCATION (IIE) - Southern Regional  
Office/Houston Office  
(Paid)**

**Organization Description:**

IIE is a large organization offering information on topics related to international study and volunteer opportunities.

**Internship Description/Duties:**

IIE's Houston office offers the following internships:

1. JUNIOR CHAMBER OF COMMERCE INTERNSHIP IN INTERNATIONAL AFFAIRS
2. ALICE R. PRATT INTERNSHIP IN INTERNATIONAL AFFAIRS

The Alice R. Pratt and Junior Chamber of Commerce Internships in International Affairs are paid, full-time positions, established to promote the international careers of current students or recent university graduates.

The intern's primary responsibilities are in IIE's International Visitor Leadership Program, assisting staff with the professional schedules of U.S. State Department international visitors to the Houston area. He or she will research professional resources in Houston, designing and implementing programs to meet the visitor's goals. The intern will assist in arranging professional meetings for rising and current international leaders with their U.S. counterparts, as well as coordinating hospitality and social activities for these guests. The intern is also responsible for administrative duties related to the International Visitor Leadership Program and may also be asked to work on special projects. Previous IIE interns have used the professional experience gained during their tenure in later careers in the U.S. Foreign Service, international business, teaching, and event planning.

In addition to exposure to international leadership, the intern deals directly with Houston leaders in the corporate, arts, local government, media, and academic sectors.

**Time Period/Deadlines:**

Junior Chamber of Commerce: June-November, Deadline mid-April

Pratt: January-May, Deadline mid-October

**Financial Information:**

The stipend is \$1,000/month for the Alice R. Pratt Intern and \$1250/month for the Junior Chamber of Commerce Intern.

**For further information, contact:**

Paul Cummings, Alice Pratt and Junior Chamber of Commerce Internships

520 Post Oak Boulevard, Suite 740

Houston, TX 77027

Phone: 713-621-6300, x 19

Fax: 713-621-0876

Web: [www.iie.org/southern/interns.htm](http://www.iie.org/southern/interns.htm)

## **INSTITUTE OF INTERNATIONAL EDUCATION (IIE) – New York Office**

### **(Paid)**

#### **Organization Description:**

The Institute of International Education is a world leader in the international exchange of people and ideas. IIE is an independent, nonprofit organization founded in 1919. IIE designs and implements programs of study and training for students, educators, young professionals and trainees from all sectors with funding from government agencies, foundations, and corporations. These programs include the Fulbright and Humphrey Fellowships, administered for the U.S. Department of State, and the People, Energy, and Development program administered for USAID. IIE also conducts policy research, and provides advising and counseling on international education and opportunities abroad.

#### **Internship Description/Duties:**

The IIE office in New York does not have a formal internship program. Normally, interns are hired during the year on an “as needed” basis to assist in various departments performing administrative duties.

#### **Time Period/Deadlines:**

Variable.

#### **Financial Information:**

Interns are paid \$10.00-12.00 an hour and typically work full-time (35 hrs/wk.)

#### **For further information, contact:**

Ms. Elaine Arko  
IIE Northeast Region  
809 United Nations Plaza  
New York, NY 10017-3580  
Phone: 212-984-5322  
E-mail: [earko@iie.org](mailto:earko@iie.org)  
Web: [www.iie.org](http://www.iie.org)

## **INSTITUTE OF INTERNATIONAL EDUCATION (IIE) – San Francisco Office**

### **(Unpaid)**

#### **Organization Description:**

The Institute of International Education (IIE) is seeking interns for the IIE West Coast Region office. The internships will provide excellent learning opportunities for anyone interested in international education, policy, program management and non-profit organizations. An internship experience with IIE will provide an intern with a unique "behind the scenes" look at the operations of an international organization. Past IIE interns have gone on to work for organizations involved in study abroad, English language training, international student programs and other areas.

#### **Internship Description/Duties:**

IIE – SF interns are involved with many of the organization programs. For a listing of internship positions, please see the website: <http://www.iiesf.org/new/intern/index.htm>  
Interns usually work between 15-35 hours a week in the IIE office, at agreed upon times.

**Time Period/Deadlines:**

Internships are available year-round and the schedule is flexible. IIE encourages longer internships to benefit both the student and the organization.

**Financial Information:**

Although this is an unpaid internship, a small stipend is available to cover the cost of transportation.

**For further information, contact:**

Naoko Y. Dunnigan, Senior Manager, International Partnerships  
Institute of International Education (IIE)

West Coast Center

530 Bush Street, Suite 1000

San Francisco, CA 94108

Phone: 415-362-6520 ext. 201

Fax: 415-392-4667

Email: [ndunnigan@iie.org](mailto:ndunnigan@iie.org)

Web: <http://www.iiesf.org/new/intern/index.htm>

**INSTITUTE OF INTERNATIONAL EDUCATION (IIE) – Washington, DC Office**  
**(Unpaid)****Organization Description:**

IIE is a large organization offering information on most topics related to international study and volunteer opportunities. Internships are available in the following areas:

*1. Professional Exchange (PE) Division.*

a) International Visitor Leadership Program: PE staff design and implement custom-tailored educational exchange programs for over 800 mid-career professionals annually. Interns assist with the implementation of professional programs for these international visitors. Participants are from all regions of the world and represent a variety of fields. The Bureau of Educational and Cultural Affairs sponsors participants in the international visitor leadership program.

b) Toyota Teacher Exchange Program: The program offers study visits for American high and middle school teachers to Japan, the Galapagos, Costa Rica and Saudi Arabia. The trips emphasize cultural immersion and exchange of ideas between teachers of the world. The programs are sponsored by the Toyota Motor Sales USA Inc and Aramco Services Company.

*2. The Hubert H. Humphrey (HHH) Program Division:* HHH administers a program that brings approximately 160 mid-career professionals to the U.S. for a year of professional enrichment. The Humphrey Fellows come from designated countries undergoing development or political transition. The program works in partnership with selected U.S. host universities.

**Internship Description/Duties:**

IIE's Professional Exchanges and Hubert H. Humphrey Fellowship Program offer exciting internship opportunities for undergraduate and graduate students with a background and interest in intentional relations, cross-cultural communications, government and politics, language and regional studies, or international education. Both programs provide a variety of topics and projects for interns, depending on the intern's interest.

**Time Period/Deadlines:**

Interns may work for a semester (fall, spring, summer) or longer. IIE encourages longer internships to benefit both the student and the organization. PE Deadlines - summer: April 1; fall semester: July 15; spring semester: October 30. HHH Deadlines: Contact organization for details.

Financial Information: A modest stipend for transportation is provided.

**For further information, contact:**

Marion Lange, Team Leader  
Professional Exchanges  
Institute of International Education  
Phone: 202-326-7867 or 202-236-7695  
Fax: 202-326-7696  
Email: [mlange@iie.org](mailto:mlange@iie.org)  
Web: [www.iie.org](http://www.iie.org)

Janet Arici, Senior Program Coordinator, IIE-Hubert H. Humphrey Program  
1400 K Street, NW, Suite 650  
Washington DC 20005  
Phone: 202-326-7742  
Fax: 202-326-7702  
Email: [jarici@iie.org](mailto:jarici@iie.org)

**INSTITUTE OF INTERNATIONAL PUBLIC POLICY****Organization Description:**

The United Negro College Fund established the Institute for International Public Policy (IIPP) in 1994 with a competitive grant from the U.S. Department of Education. The grant was later transferred to the United Negro College Fund Special Programs Corporation (UNCFSP) and competed for again successfully by UNCFSP in 2004. The IIPP mission is to enhance US national security and global competitiveness by promoting excellence, international service and cultural competence among a broader, more diverse cross-section of the American citizenry.

**Internship description/duties:**

The IIPP Fellowship program provides students with specially designed education and training experiences critical to entry and advancement in international affairs careers. Students are recruited from across the nation and apply as sophomores to participate in a multi-year sequence of summer policy institutes, study abroad, intensive language training, internships, and graduate study, complemented by career development services along the

way. UNCFSP is aided in the student recruitment effort by its institutional partners and distinguished selection panels comprised of practitioners, academics, graduate school admissions directors, foundation executives, and IIPP alumni.

**Deadline/Eligibility requirements:**

March 15

Sophomore student, enrolled full-time at four-year (baccalaureate) institution;

U.S. citizen or permanent resident (documentary support required)

Minimum 3.2 grade point average (on 4.0-scale)

Strong interest in international affairs

Underrepresented minority.

**For further information contact:**

Institute for International Public Policy

2750 Prosperity Avenue, Suite 600

Fairfax, VA 22031

Toll Free: 800-530-6232

Phone: 703-667-3400

Fax: 703-205-7645

Web: <http://161.58.87.106/content/program.cfm>

**INTERNATIONAL VISITORS INFORMATION SERVICE**

**(Paid)**

1623 Belmont Street, NW

Washington, DC 20009

Phone: 202-939-5566

Fax: 202-232-9783

Affiliated with the Meridian International Center, IVIS sponsors programs and provides services to international visitors in Washington, DC. Offers one paid internship involving general office work. Duration of internship is one semester. Candidates should have foreign language skills. Contact the Executive Director for more information.

**MERCY CORPS**

**(Unpaid)**

**Organization Description:**

Mercy Corps exists to alleviate suffering, poverty, and oppression by helping people build secure, productive and just communities. Since 1979, Mercy Corps has provided over \$550 million in assistance to 73 nations. The agency's programs currently reach 5 million people in more than 30 countries. Mercy Corps is a nonprofit organization with headquarters in Portland, Oregon and Edinburgh, Scotland. Known for its quick-response, high- impact programs, over 95 percent of the agency's resources are allocated directly to programs that help those in need.

**Internship Description/Duties:**

Undergraduate internships are available to support current priorities and project needs. Interns are assigned to one of four departments in our Portland, Oregon Headquarters Office (International Programs, Resource Development, Administration and MIS.) Interns typically work on a variety of tasks including one research or other major project (20-30%), several ongoing project-related tasks or assignments (40-60%), and day-to-day administrative support (20%).

Interns have the opportunity to learn about the workings of an NGO from hands on experience. Interns are able to attend brown bag lunches presented by visiting Field Staff and members of the community at Mercy Corps as well as attend meetings and social events with other interns.

**Time Period/Deadlines:**

Mercy Corps has about 3-5 interns each season, roughly following a university quarter system. Interns are also accepted as needed on a rolling basis. Placement for these positions is made throughout the year. Interns are expected to complete between 10-15 hours/week over a twelve week period. These positions are non-paid. Interns must be receiving academic credit throughout the duration of their internship.

**Financial Information:**

These positions are non-paid.

**For further information, contact:**

Candidates who are interested in the internship program can find an application and more information on our website at [www.mercycorps.org](http://www.mercycorps.org) under the "Volunteer" section. Applications should be emailed to [internship@mercycorps.org](mailto:internship@mercycorps.org) or mailed to the address below. Once a completed application has been received, it will be reviewed by the intern coordinator and other appropriate staff. Candidates will be contacted if there is a potential opening that matches their interests and qualifications.

Internship Coordinator  
3015 SW 1st Avenue  
Portland, OR 97201  
Phone: 503-796-6800  
Fax: 503-796-6843  
Email: [internship@mercycorps.org](mailto:internship@mercycorps.org)  
Web: [www.mercycorps.org](http://www.mercycorps.org)

**NAFSA ASSOCIATION OF INTERNATIONAL EDUCATORS****(Paid)****Organization Description:**

NAFSA is a membership organization whose members include foreign student advisors, study abroad advisors, international admissions officers, teachers and administrators of English as a Second Language programs and community volunteers involved in international educational exchange. Members foster optional exchange experiences by

anticipating and responding to the needs of students engaged in studying internationally, including health and disability concerns.

**Internship Description/Duties:**

NAFSA offers a paid public policy internship for undergraduate and graduate students. Responsibilities include: assisting staff in researching and reporting on legislation and regulations effecting international education; assisting staff in planning and conducting grassroots advocacy activities by association members; disseminating information to NAFSA members and the general public; analyzing and assessing international education issues; assisting staff in advocacy and attending meetings with federal agencies and Congress; and other duties as assigned.

**Time Period/Deadlines:**

Spring, Fall Terms: The position may be full- or part-time (18 hours per week), can be used to earn academic credit, and is available for the academic term with the possibility of renewal for future terms. The spring term dates are January- mid-May and our fall term dates are September – December.

Summer Term: This position is full-time (35 hours per week June-August).

**Financial Information:**

Paid, International students must be eligible to work in the U.S. – NAFSA is not able to sponsor student visas.

To apply, send resume and letter of interest to:

Staff Assistant, Public Policy  
NAFSA: Association of International Educators  
1307 New York Avenue, NW, 8th Floor  
Washington, DC 20005  
Tel: 202-737-3699  
Fax: 202-737-3657  
Email: [internship@nafsa.org](mailto:internship@nafsa.org)  
Web: [www.nafsa.org](http://www.nafsa.org)

**NATIONAL COUNCIL FOR INTERNATIONAL VISITORS**

**(Paid)**

**Organization Description:**

The National Council for International Visitors (NCIV) is a nonprofit association established in 1961 to promote citizen diplomacy. NCIV members include individuals, program agencies and 92 community organizations throughout the United States. NCIV members design and implement professional programs, provide cultural activities, and offer home hospitality opportunities for foreign leaders, specialists, and international scholars participating in the International Visitor Leadership Program of the U.S. Department of State and other exchange programs. More than one third of the community members are staffed completely by volunteers. Each year the aggregate efforts of NCIV members involve more than 80,000 volunteers. Member organizations are expert at matching the resources of their communities with the needs of the international visitors.

**Internship Description/Duties:**

Interns are assigned a variety of challenging tasks that vary according to current office activities and the individual intern's talents and interests. Preference is given to applicants recommended by an NCIV member.

**Time Period/Deadlines:**

Flexible. For summer, contact NCIV by mid-March. Watch the internship page on the NCIV webpage for more information: <http://www.nciv.org/intern.htm>

**Financial Information:**

Upon completion of the ten-week internship NCIV will provide a stipend of up to \$2,000 per semester to interns who are U.S. citizens. Academic credit is available.

**For further information, contact:**

Mr. Frank Kaszer  
Program Associate, Membership and Training  
NCIV  
1420 K Street NW Suite 800  
Washington DC 20005-2401  
Phone: 800-523-8101 or 202-842-1414  
Fax: 202-289-4625  
Email: [fkaszer@nciv.org](mailto:fkaszer@nciv.org)  
Web: [www.nciv.org](http://www.nciv.org)

**QUAKER INFORMATION CENTER**

1501 Cherry Street  
Philadelphia, PA 19102  
Phone: 215-241-7024  
Fax: 215-567-2096  
Web site: [www.afsc.org/qic.htm](http://www.afsc.org/qic.htm)

Operates a variety of internship programs, work camps, volunteer opportunities, student foreign exchange programs, and student abroad programs through its network of Quaker organizations, especially the American Friends Service Committee. These include year-long internships to two-year, Peace Corps type programs for both Quakers and non-Quakers. Maintains 16 lists on its website that include work alternatives.

**TRICKLE UP PROGRAM****(Unpaid)****Organization Description:**

The Trickle Up Program, an international nonprofit organization dedicated to alleviating poverty through micro-enterprise development.

**Internship Description/Duties:**

Opportunities exist in the communications, development and program departments at various times. Effective verbal, written communications and computer skills (Word, Excel) are a must. Applicants must be culturally sensitive and flexible to adapt to changing requirements.

**Time Periods/Deadlines:**

There are no set timeslots for interns. Time periods are discussed on a case-by-case basis. All internship opportunities are posted on its website as they arise.

**Financial Information:**

These positions are non-paid. Certain field internship positions may provide stipends for living expenses.

**For further information, contact:**

Email or mail resumes in response to solicitations on its website to the contact information below. No telephone calls please. Trickle Up will only contact short-listed candidates.

Trickle Up  
104 W. 27th St., 12th Floor  
New York, NY 10001  
Phone: 212-255-9980  
Fax: 212-255-9974  
Email: [info@trickleup.org](mailto:info@trickleup.org)  
Web: [www.trickleup.org](http://www.trickleup.org)

**UNITED STATES DEPARTMENT OF STATE STUDENT INTERNSHIPS**  
**(Unpaid)****Organization Description:**

As stated on its website, "The U.S. Department of State is focused on accomplishing America's mission of diplomacy at home and around the world." It includes the foreign and civil service, and its Bureau of Educational and Cultural Affairs promotes mutual understanding between U.S. citizens and people from other countries worldwide through a diverse range of educational and cultural exchange programs and activities.

**Internship Description/Duties:**

As stated on its website, "Student Programs enable students to obtain job experience in a foreign affairs environment. Some of its students work in Washington, D.C., while others have the opportunity to work at U.S. embassies and consulates abroad." To read more about the duties, go to [http://www.careers.state.gov/student/int\\_prog\\_det.html](http://www.careers.state.gov/student/int_prog_det.html).

**Time Period/Deadlines:**

"Interns typically serve for one semester or quarter during their academic year, or for a minimum of 10 weeks during the summer, and work 40 hours per week." The deadlines are as follows: March 1 for fall, July 1 for spring, Nov. 1 for summer. For specific dates to apply by for overseas positions, see their online timetable at: [http://www.careers.state.gov/student/app\\_proc.html#time](http://www.careers.state.gov/student/app_proc.html#time).

**Financial Information:**

The majority of internships are unpaid.

Read a story from an intern with a disability.

**For further information, contact:**

U.S. Department of State

HR/REE/REC

2401 E Street NW, Suite 518 H

Washington, DC 22520

E-mail: [Careers@state.gov](mailto:Careers@state.gov)

Web: <http://www.careers.state.gov/student/index.html>

**THE WASHINGTON CHAPTER OF THE SOCIETY FOR INTERNATIONAL DEVELOPMENT (SID-W)****(Unpaid)****Organizational Description:**

The Society for International Development (SID), founded in Washington, D.C. in 1957, is a global forum of individuals and institutions concerned with sustainable economic, social, and political development. Today, SID has over 3,000 members in 125 countries and over 65 local chapters worldwide, including in Washington, D.C. It works with more than 100 associations, networks, and institutions involving academic, parliamentarians, students, political leaders, and development experts, both at the local- and international- levels. This makes SID one of the very few organizations that has a holistic, multidisciplinary and multi-sectoral approach to development and social change.

**Internship Description/Duties:**

- Write about the Chapter's programs and workgroups activities for publications such as Development Connections, the Chapter's newsletter, and the monthly calendar;
- Serve as a liaison with SID's more than 20 sectoral and regional workgroups;
- assist in program development, such as with Chapter Programs featuring high-level panelists, workgroup programs, and Annual Conference and Annual Dinner;
- Assist with general office duties including: developing outreach materials and website; adding to and maintaining our database; planning and execution of events;
- General administrative duties (including answering phones, handling mail, drafting correspondence, etc.)

**Time Period/Deadlines:**

- To start mid December or beginning of January 2007
- 20 hour minimum commitment per week, full days preferred;
- Minimum 3-month commitment.

**Financial Information:**

Internships are unpaid but offer a great deal of experience and exposure within the international development community. For undergraduate and graduate students or recent graduates only.

**To Apply:**

Send a letter of interest indicating dates of availability, resume; the names and telephone numbers of 3 references, and an optional 3-5 page writing sample.

**For Further Information, contact:**

Janine Kamwene

The Society for International Development - Washington Chapter

1875 Connecticut Avenue, NW, Suite 720

Washington, DC 20009-5728

Phone: 202-884-8590

Fax: 202-884-8499

E-mail: [jkamwene@sidw.orhg](mailto:jkamwene@sidw.orhg)

Web: [www.sidw.org](http://www.sidw.org)

**WORLD FEDERALISTS****(Paid)**

418 7<sup>th</sup> Street SE

Washington, DC 20003

Phone: 202-546-3950

Fax: 202-546-3749

Web: [www.globalsolutions.org](http://www.globalsolutions.org)

This organization promotes the work of the United Nations in the areas of environmentalism, human rights, and conflict resolution. It offers four paid (\$100) internships for one semester each. Interns get experience in conducting policy research, coordinating conferences, writing, editing, public relations, and lobbying. Open to college students, graduates, and graduate students. Applicants should submit a resume and cover letter to the Director of Student Programs.

**YOUTH FOR UNDERSTANDING USA (YFU USA)****(Unpaid)****Organization Description:**

Youth For Understanding (YFU) is one of the world's oldest, largest, and most respected international exchange organizations for high school study abroad.

**Internship Description/Duties:**

Interns are assigned a variety of challenging tasks that vary according to current office activities and the individual intern's talents and interests. All interns will be assisting the

Admissions & Registration staff complete daily activities with the potential for special project assignments.

**Time Period/Deadlines:**

YFU USA offers internships throughout the year, often overlapping the interns' schedules. The Admissions & Registration Dept. will work with the student's schedule during the academic year. During the summer, interns should expect to work 35 hours per week.

**Financial Information:**

YFU USA reimburses public transportation costs.

**For further information, contact:**

Admissions & Registration  
YFU USA  
6400 Goldsboro Rd., Suite 100  
Bethesda, MD 20817  
E-mail: [admissions@yfu.org](mailto:admissions@yfu.org)  
Web: [www.yfu-usa.org](http://www.yfu-usa.org)



# **CHAPTER THREE**

## **ORGANIZATIONS BY REGION**

### **I. AFRICA**

#### **AFRICA ACTION**

##### **(Unpaid)**

<http://www.africaaction.org/about/jobs.php>

Send questions to: [info@africaaction.org](mailto:info@africaaction.org)

Africa Action offers academic semester and summer internships for undergraduate and graduate students in Washington, DC. Interns will develop a more comprehensive understanding of how an Africa advocacy organization utilizes policy analysis and organizing to affect national policy.

An internship at Africa Action will provide participants an opportunity to support the organization's current work, focused on three primary campaigns to cancel Africa's debt, end the HIV/AIDS crisis in Africa, and stop genocide in Darfur, Sudan. Interns will work primarily in either the Public Education and Mobilization Department (DPEM) or the Policy Analysis and Communications Department (DPAC), depending on their talents and interests.

Interns working with the Public Education and Mobilization staff will:

- Support the department staff to implement Africa Action's national mobilization strategy
- Work on public education, outreach, and media initiatives, to build support for our activities
- Assist in developing key campaign materials and provide support for Africa Action events.
- Conduct research to identify key contacts for Africa Action's activist networks (Religious Action Network, Africa Action Student Network)
- Participate in meetings with a range of other civil society groups to plan activism on key African issues.

Interns working with the Policy Analysis and Communications staff will:

- Track key issues and specific legislative developments in U.S. policy toward Africa
- Conduct research on Africa Action's primary campaigns and other organizational priorities
- Draft text for publications, correspondence, web pages, etc
- Support staff in implementing Africa Action's national media strategy

Interns will also be responsible for attending organizational meetings, providing support to the Executive Director, and sharing in collective office responsibilities. Interns are required to work at least 16 hours per week. Internships are unpaid, though funding may be available from your university. Academic credit may be arranged, as Africa Action

internships offer direct exposure to the workings of a national advocacy organization, close supervision by the Africa Action staff, interaction with other policy organizations, and opportunities to attend lectures and special events relating to Africa policy.

**Qualifications:**

Applicants should be organized, self-motivated and reliable, with a strong interest in Africa, human rights, and economic and social justice. Relevant coursework is highly desirable. Computer/web literacy required.

**To Apply:**

Interested students should submit their resume, short writing sample (3-5 pages), references and cover letter to [africaaction@igc.org](mailto:africaaction@igc.org) or the address below.

**Africa Action internships run in three sessions during the year:**

Fall/Winter internships run from **September through December**,  
Winter/Spring internships run from **January/February through May**,  
Summer internships run from **June through August**.

However, Africa Action is willing to be flexible to accommodate other academic schedules.

Africa Action  
Internship Program  
1634 Eye Street NW, Suite 810  
Washington, DC 20006

**AFRICAN CENTER FOR STRATEGIC STUDIES**

**(Unpaid)**

The Africa Center for Strategic Studies, based in the Washington, DC area, is seeking qualified interns to support its upcoming seminars. Interns will work in its US headquarters in Crystal City, Virginia.

The internship will last one semester or eight-week summer session, with a minimum of 10 hours a week, maximum of 40. Interns will help the faculty and staff conduct library research, prepare curriculum-related materials, effect final coordination with US Embassies across Africa, and undertake other time-sensitive tasks in support of upcoming seminars. Interns will also take on individual research assignments.

*Requirements:* College student; strong interest in International Affairs; cross-cultural awareness; flexibility, strong written and oral communications skills; ability to operate effectively under pressure; knowledge of and strong interest in the African political environment; computer literacy; and good organizational skills. Desired skills: fluency in French; experience in MS Office Suite, Access, Excel, and Word.

There is no set *deadline* for intern applicants, but applicants are encouraged to reply promptly. The summer session will begin in mid-May.

This is a non-funded internship. Please address a cover letter, resume, and a writing sample via mail, or fax to:

National Defense University  
300 5<sup>th</sup> Avenue, Building 62  
Fort McNair  
Washington, DC 20319-5066  
Phone: 202-685-7300  
Fax: 202-685-3210

**ALL AFRICA**  
**(Unpaid)**

Internship Program  
P.O. Box 3851  
Durham, NC 27702  
Phone: 919-286-0747  
Fax: 919-286-2614

This program offers 10 internships for students of journalism and African affairs. Work involves research, writing, and clerical duties. These are unpaid intern-ships, but the Africa News Agency will assist in finding inexpensive living accommodations in Durham, NC. Applicants must submit an approach letter, letters of recommendations, transcripts, and a writing sample.

**AFRICAN STUDIES ASSOCIATION**  
**(Unpaid)**

<http://africa.msu.edu/Employment.htm>

The African Studies Association (ASA) offers selected, advanced undergraduates and graduate-level students the opportunity to serve a summer internship in the ASA Executive Office in New Brunswick, NJ.

The content of each internship will be based upon the particular interests of the intern and project priorities of ASA. Interns will have the opportunity to work with ASA staff in at least one of the following areas: web site development, newsletter editing, publishing, international visitor's program administration, academic conference planning, marketing; proposal development, and grant writing.

The *deadline* for applications is rolling, and the starting date is flexible. The work schedule will follow ASA regular business hours, Monday through Friday, 8:30 am to 5:30 pm.

*Qualifications* include interest in African studies, oral and written communication skills, research capabilities, good computer and Internet skills, and the ability to work

independently and with a group. Duties include research projects, data-entry projects, and assisting with special projects.

Interested applicants should submit a cover letter indicating areas of interest and proposed internship dates, a resume, two references, and a transcript.

Applications should be sent to Bridget Williams via e-mail: [bridgetw@rci.rutgers.edu](mailto:bridgetw@rci.rutgers.edu).

**AMNESTY INTERNATIONAL (AI) (Country Specialists)**  
**(Unpaid)**

<http://africa.msu.edu/Employment.htm>

Amnesty International USA (AIUSA) seeks country experts willing to donate their time and knowledge to the Human Rights Movement. AIUSA's network of Country Specialists aid AI community and student groups in their casework efforts, monitor the political situation in a country or region, collaborate with researchers at the International Secretariat in London, work closely with the members of AIUSA in developing and implementing strategies to promote human rights actions in relevant countries and serve as spokespersons for the organization.

Amnesty International urgently seeks volunteers with expertise on Sudan to direct a strategy of action for the US section and monitor the dire human rights situation in the country. Ideal candidates have a combination of human rights experience in the country, country/regional expertise, language familiarity, and AI experience.

Individuals are precluded from serving as Country Specialists for their own country of birth, citizenship or naturalization. The time required for the positions average 10 hours per week, and a commitment for a minimum of two years. Although the position is unpaid, AI related expenses are compensated. If you are interested in joining the Country Specialist Program please send a cover letter and resume to:

Amnesty International, 600 Pennsylvania Ave., SE,  
Washington, DC 20003  
Phone: 202-544-0200  
Fax: 202-546-7142  
E-mail: [ic-dc@aiusa.org](mailto:ic-dc@aiusa.org)

**ASHOKA: INNOVATORS FOR THE PUBLIC**  
**(Unpaid)**

1700 North Moore Street  
Suite 2000  
Arlington, VA 22209  
Phone: 703-527-8300  
Fax: 703-527-8383  
Web site: [www.ashoka.org](http://www.ashoka.org)

This non-profit organization awards fellowships for innovation ideas related to social change in Africa, Asia, and Latin America. Offers 15 unpaid internships each year related to publications, press relations, publicity, fundraising, and fellowship relations. Duration of internships varies. Contact the Intern Coordinator for information and application procedures.

### **U.S. COMMERCIAL SERVICE - SOUTHERN AFRICA** **(Unpaid)**

<http://www.buyusa.gov/southafrica/en/internshipprogram.html>

The Commercial Service of the U.S. Embassy in Johannesburg and the Consulate General in Cape Town promotes U.S. business interests in South Africa.

The activities of the Commercial Service at these two locations are organized by industry sector, with each of the Commercial Specialists responsible for specific industry sectors. The intern will work with Commercial Specialists based at the Consulate General or the Embassy.

#### **Intern job description:**

1. Complete an in-depth analysis of the South African market for a specific product sector
2. Identify South African agents and distributors for U.S. exporters
3. Assist with appointment making for our Gold Key matchmaking service
4. Input of data into our commercial database
5. Assist in the preparation of short, topical reports covering the South African market, which are of interest to U.S. exporters
6. Respond to incoming business inquiry correspondence from both U.S. and South African firms
7. Respond to incoming telephone calls
8. Assist with trade and other events taking place during the internship
9. Assist with day-to-day office tasks

#### **Requirements:**

1. Interns must have either South African or U.S. citizenship
2. English-language proficiency is required
3. Basic computer skills are a prerequisite (Word, Excel)
4. Internships are on a NO-PAY BASIS
5. Interns should be available for at least four months, preferably longer
6. All applicants will be subject to a detailed background security check, which takes eight weeks on average, before the internship can begin

Worldwide U.S. Government policy on interns is that they must be enrolled in full-time study course.

Cape Town:

U.S. Consulate General Cape Town  
2 Reddam Avenue, West Lake  
Cape Town, South Africa 7945  
Phone: 27-21-702-7300  
Fax: 27-21-702-7402  
Email: [cape.town.office.box@mail.doc.gov](mailto:cape.town.office.box@mail.doc.gov)

Johannesburg:

Ronald H. Brown Commercial Center  
1 Sandton Drive  
Sandhurst, 2196  
Johannesburg  
Phone: 27-11-778-4808  
Fax: 27-11-268-6102  
Email: [johannesburg.office.box@mail.doc.gov](mailto:johannesburg.office.box@mail.doc.gov)

For more information, please contact [mala.gopal@mail.doc.gov](mailto:mala.gopal@mail.doc.gov)

**VISIONS IN ACTION**  
**(Unpaid)**

2710 Ontario Road, NW  
Washington, DC 20009  
Phone: 202-625-7402  
Fax: 202-588-9344  
Web site: [www.igc.org/visions](http://www.igc.org/visions)

This nonprofit organization offers 10-15 unpaid internships each year in urban areas of Kenya, South Africa, Uganda, and Zimbabwe. “Visions in Action” focuses on urban development and includes such issues as refugee relief, famine relief, women, agriculture, family planning, appropriate technology, and youth work. Interns work on urban development, public relations, administrative support, and fundraising. Open to college students, graduates, graduate students, and career changers. For more information, contact the U.S. Director.

## **VOICE OF AMERICA-TV TO AFRICA** **(Unpaid)**

[http://www.voanews.com/english/Africa/TVtoAfrica\\_about.cfm](http://www.voanews.com/english/Africa/TVtoAfrica_about.cfm)

VOA-TV to Africa's news, current affairs and call-in programs educate and inform people all over the continent through a network of affiliate television and radio stations, as well as the world-wide web. It focuses on issues affecting Africa today.

### **About VOA's Africa Division**

The VOA Africa Division provides comprehensive radio news broadcasting in ten languages to the continent. English, French, Swahili, Hausa, Portuguese, Kirundi, Kinyarwanda, Amharic, Tigrinia, and Afan Oromo broadcasts cover news all over the continent at various times throughout the day. African listeners comprise 40 percent of VOA's total listening audience.

TV to Africa was created to reach television viewers on the continent.

### **Work Environment, Schedule, and Payment**

Depending on the semester and class schedule, students can work up to 35 hours each week.

Interns are given access to a desk, computer, and other necessary tools for the job. Projects are assigned based on need and the student's interest. Work includes running teleprompter and telephone screening for live call-in shows; tape logging; topic research; guest recruiting; and other duties.

Internships are unpaid, and students are responsible for making their own living arrangements while in Washington.

### **Selection Process**

Potential interns are interviewed by the VOA TV to Africa Manager, and selected based on experience in television production and/or African affairs. Interested applicants should apply early in the semester prior to the term in which they wish to intern.

For more Information, contact:

Voice of America  
TV to Africa Division  
Robin Hymes, Intern Manager  
330 Independence Avenue, SW, Suite 1613  
Washington, DC 20237  
Telephone: 202-203-4000  
Fax: 202-205-2803  
E-mail: [africatv@voanews.com](mailto:africatv@voanews.com)

## **II. ASIA**

### **ASHOKA: INNOVATORS FOR THE PUBLIC**

#### **(Unpaid)**

1700 North Moore Street  
Suite 1920  
Arlington, VA 22209  
Phone: 703-527-8300  
Fax: 703-527-8300  
Web site: [www.ashoka.org](http://www.ashoka.org)  
Send questions to: [info@africaaction.org](mailto:info@africaaction.org)

This nonprofit organization awards fellowships for innovation ideas related to social change in Africa, Asia, and Latin America. Offers 15 unpaid internships each year related to publications, press relations, publicity, fundraising, and fellowship relations. Duration of internships varies. Contact the Intern Coordinator for information and application procedures.

### **THE ASIAN AMERICAN JUSTICE CENTER**

#### **(Unpaid)**

**<http://www.advancingequality.org/dcm.asp?id=139>**

The Asian American Justice Center is accepting applications for unpaid internships for undergraduate and law students interested in practical field work experience on civil rights issues. Interns will be responsible for assisting staff with the following:

- Conducting research projects on issues affecting the Asian Pacific American community;
- Writing legislative alerts, press releases, and newsletter articles;
- Performing some administrative work;
- Attending Congressional hearings and representing NAPALC at coalition meetings;
- Assisting in program development; and
- Other tasks as defined.

AAJC encourages all interested candidates to apply. Candidates should send a resume and a cover letter explaining interest in the internship program and dates of availability to the attention of:

Aarathi Haig  
Staff Attorney  
Asian American Justice Center  
1140 Connecticut Avenue, N.W., Suite 1200  
Washington, D.C. 20036  
Fax: 202-296-2318; **Phone calls will not be accepted.**

**ASIAN PACIFIC AMERICAN INSTITUTE FOR CONGRESSIONAL STUDIES**  
**(Unpaid)**

APAICS offers unpaid internships throughout the year for undergraduate and graduate students interested in issues affecting the Asian American and Pacific Islander communities.

Interns may be asked to assist in:

- Obtaining updates on legislation, regulations, and court decisions affecting the Asian American and Pacific Islander communities
- Research regarding Asian American and Pacific Islander community demographics, elected officials, federal/state/local elections and the political process
- Writing briefings regarding political issues of interest to Asian American for distribution to the APAICS e-mail audience, posting on the APAICS web page, and/or publication in other media
- Administration of APAICS programs
- Performing general office work

**How to Apply for Year-Round Internships**

Students may apply by sending a cover letter and resume via mail, fax, or e-mail to:

APAICS  
1001 Connecticut Avenue, NW, Suite 530  
Washington, DC 20036  
Phone: 202-296-9200  
Fax: 202-296-9236  
E-mail: [apaics@apaics.org](mailto:apaics@apaics.org)

In the cover letter, please indicate the reason you are interested in an internship with APAICS, the type of work you are interested in, and the time frame and approximate number of hours you will commit to the internship. APAICS will also assist you in obtaining school credit for your work.

**THE ATLANTIC COUNCIL OF THE UNITED STATES**  
**(Unpaid)**

1101 15th Street, NW, 11th Floor  
Washington, DC 20005  
Phone: 202-463-7226  
Fax: 202-463-7241  
E-mail: [info@acus.org](mailto:info@acus.org)

This nonprofit, nonpartisan organization formulates policy recommendations for the developed democracies of the European and Asian communities. Te organization offers several 8-12 week nonpaid internships. Most internships involve program development, policy research and recommendations, special projects, fundraising, and publication support. Open to college juniors, seniors, graduates, and graduate students. Contact the Internship Coordinator for further information.

### **CARITAS OF AUSTIN**

*Fighting poverty, hunger and homelessness since 1964*

<http://www.caritasofaustin.org/volunteer/volunteer.asp>

The organization provides ongoing, dependable and professional volunteer services which, either directly or indirectly, positively impact or enhance Caritas of Austin staff's ability to give the best service possible to its programs and services.

Caritas strives to use volunteers' talents and abilities in such areas as food services, client support services, fundraising operations, and event management and administration.

Caritas of Austin  
PO Box 1947  
Austin, TX 78767  
Phone: 512-479-4610

### **CALIFORNIA ASIAN AMERICAN STUDENT INTERNSHIP COALITION LEADERSHIP ACADEMY**

<http://www.causeusa.org/Intership.asp>

Since its inception in 1991, the California Asian American Student Internship Coalition\* (CASIC) has prepared elite student leaders to be in the forefront of California's legislative arena. This program is especially dedicated to the development of leadership skills for Asian Pacific American college students who are interested in exploring a career in public office, public service or community advocacy, which includes becoming an elected or appointed official. All college students with an interest in Asian Pacific Islander American affairs may also apply.

**This eight-week leadership academy will develop:**

- Political awareness and civic engagement
- Understanding of the legislative process
- Insight on issues related to the APA community
- Professional and leadership qualities

- Public speaking and presentation skills
- Interview and social etiquette
- Organizational and cooperative working skills

**As part of this intensive eight-week leadership academy, CASIC interns will:**

- Receive internship placement in the offices of elected officials.

This opportunity affords interns a unique hands-on experience in the legislative process, policy knowledge and constituent outreach.

- Gain access to and insight from civic leaders through leadership workshops and seminars.

Interns receive leadership training from elected officials and community leaders; meet and learn from Assembly members and Senators in Sacramento; and get a first-hand, inside perspective of how the government functions.

- Participate in local APA community events.

Interns act as liaisons between community and government, serving as a foundation to being an elected leader to a constituency.

### **How CASIC Interns Are Selected**

CASIC interns are all leaders in their own right. Therefore, intern candidates will be selected through an application process that examines their personal, academic, and extra curricular backgrounds. Previous students have been selected from institutions such as Ivy League schools, the campuses of the University of California, community colleges, and local high schools. Graduates of the program have gone on to run for elected office, work on legislative staffs, or work in the nonprofit sector.

### **THE INTERNATIONAL CENTER**

#### **(Unpaid)**

731 8th Street, SE  
 Washington, DC 20003  
 Phone: 202-547-3800  
 Fax: 202-546-4783

The International Center focuses on U.S. foreign policy in Asia and Russia for the purpose of promoting democratic movements and the resolution of regional conflicts. It offers 10 internships. The internships involve research, writing, and general clerical duties centering on projects relating to Asia and Russia as well as the New Forests Project (promotes reforestation and economic development in developing countries). These are unpaid

internships lasting for a period of 10 weeks. Open to college juniors, seniors, graduates, and graduate students. Application deadlines are June 30 for the fall, November 30 for the spring, and March 31 for the summer.

**INTERNATIONAL COOPERATIVE EDUCATION PROGRAM**  
**(Paid)**

Dr. Günter Seefeldt  
15 Spiros Way  
Menlo Park, CA 94025  
Phone: 650-323-4944  
Fax: 650-323-1104  
Web site: <http://members.aol.com/ICEMenlo>

A paid summer internship program. This in-depth immersion in work, culture, and language program consists of placing students with employers in Germany, Switzerland, Belgium, Luxemburg, Finland, and **Japan** for periods of 8 to 12 weeks, from early June until September 1. The internship program requires a \$200.00 application fee and a \$600.00 placement fee within 7 days after employment has been confirmed.

**NATIONAL COALITION FOR ASIAN PACIFIC AMERICAN COMMUNITY**  
**DEVELOPMENT**  
**(Paid)**

<http://www.nationalcapacd.org/intern.html>

National CAPACD offers internships to undergraduate or graduate students with a strong interest in community and economic development, housing, immigration and civil rights issues impacting low-income Asian American and Pacific Islander (AAPI) communities. Interns will be placed in the National CAPACD office in Washington DC and will have the opportunity to meet community and congressional leaders, engage in substantive research and writing, attend events, participate in AAPI social justice networks and learn about AAPIs in nonprofits and community development. Internships are offered year round.

***American Dream Team Internship***

National CAPACD also offers summer internships for students interested in finance, mortgage, community and economic development. Interns gain an understanding of the mortgage loan industry and its relation to housing and community development. Additionally, interns participate in outreach to low-income AAPI communities in these areas. Interns are placed with banks, corporations, community development financial institutions, credit unions, housing finance agencies, or other relevant community based organizations. These internships are 10 weeks long and are located in various states across the country. Students accepted to the program visit Washington DC for a week-long

training prior to the commencement of their internship. This program provides students with a \$5600 stipend for the 10 weeks along with travel to and from the DC training.

**Students interested in either program should contact National CAPACD at:**  
[info@nationalcapacd.org](mailto:info@nationalcapacd.org).

**Work Hours:**

Monday - Friday  
9:30 am to 5:30 pm

**Office Location:**

1628 16<sup>th</sup> Street, NW, 4<sup>th</sup> Floor  
Washington, DC 20009

**ORGANISATION OF CHINESE AMERICANS**

[http://www.ocanational.org/index.php?option=com\\_content&task=view&id=54&Itemid=](http://www.ocanational.org/index.php?option=com_content&task=view&id=54&Itemid=)

This is a great opportunity to learn firsthand about national issues and policies that affect Asian Pacific Americans. The OCA Internship Program also exposes interns to other aspects of Washington, D.C. Last year, interns visited Congressional offices where they had an opportunity to meet with Congressional Representatives, APA staffers, and members of the Congressional APA Caucus. Interns will also have a lot of hands on experience at the offices in which they are placed.

The OCA internship Program is a great way for student leaders to learn about OCA and Washington, DC!

The main placements are:

The OCA National Office (Summer, Fall, Winter & Spring)  
Capitol Hill (Summer only)  
Federal Agencies (Summer only)

Application deadlines can be flexible based on students' availability.

If you are a student in the **Los Angeles** area we have Volunteer/Internship opportunities located downtown. Please contact the OCA-Greater Los Angeles Chapter at (213) 250-9888 for further details.

All Washington, D.C. interns also participate in weekly Brown Bag lunches and CAPAL programs, as well as have the opportunity to meet various prominent figures.

If you have any questions about the OCA Internship Program, please contact Doug Lee at [dlee@ocanational.org](mailto:dlee@ocanational.org) or call the OCA National Office at 202-223-5500.

1322 18<sup>th</sup> Street,  
NW, WASHINGTON, DC 20036  
Phone: 202-223-5500  
Fax: 202-296-0540  
[oca@ocanational.org](mailto:oca@ocanational.org)

## US ASIA INSTITUTE

(Unpaid)

<http://www.usasiainstitute.org/internship.php>

The intent of the US-Asia Institute internship program is to supplement academic scholarship with pragmatic approaches that deal with the realities of the political process in the development of international policy. The US-Asia relationship is undergoing a dramatic shift with the dynamism of the unprecedented economic growth in Asia and growing interdependency with the United States.

The relationship between the U.S. and Asian nations is more important than ever, and our interns will go on from the Institute to be the next generation of lawmakers and leaders. USAI's work in bringing together policy makers from the U.S. and countries in Asia provides a unique learning ground for those aspiring to a career in government and international relations.

Since its inception in 1979, the US-Asia Institute has sponsored an internship program. The Institute selects two to three undergraduate or graduate students during spring, summer, winter, and fall terms. The duration of the internship is approximately two to three months, with a possibility of extending beyond three months. Internships are unpaid.

### *Qualifications*

The US-Asia Institute is looking for highly motivated undergraduate or graduate students with a strong interest in U.S.-Asia relations. We seek individuals possessing strong writing and organizational skills and focused research interests. To apply for our internship program, you should submit your **resume**, a **cover letter** detailing when you are available to intern at the Institute, a plan of objectives, a brief description of your future academic and professional goals, and a **short writing sample**.

Since we accept limited numbers of interns for each term, you should send your application materials well before the deadline. Please indicate which internship term you would like to be considered for.

### *Internship Periods and Application Deadlines:*

Winter/Spring Term: January 10 - May 10

Deadline: **November 15**

Summer Term: May 15 - August 15

Deadline: **April 1**

Fall Term: September 1 - December 10

Deadline: **July 1**

Please send your application materials to the following address, and please allow 2-3 weeks for us to review your application.

Internship Coordinator  
US-Asia Institute  
232 East Capitol Street, N.E.  
Washington, D.C. 20003  
Fax: 202-747-5889  
**Email: [usasiainstitute@verizon.net](mailto:usasiainstitute@verizon.net)**

### ***III. CARRIBBEAN***

#### **ACCION INTERNATIONAL** **(Paid and Unpaid)**

56 Roland Street, Suite 300  
Boston, MA 02129  
Phone: 617-625-7080  
Fax: 617-625-7020  
Web site: [www.accion.org](http://www.accion.org)

A nonprofit group operating in Central and Latin America for the purpose of reducing poverty and improving the employability of the poor. Offers all types of internships, both paid and unpaid. Internships open to college undergraduates, graduates, graduate students, and those with work experience. Positions require good organization and communication skills. Send a resume and cover letter to the Communications Specialist.

#### **ALIANCA BRASILEIRA - BRAZILIAN ALLIANCE**

Abigal Amorim, Executive Director  
2074 Park Street  
Hartford, CT 06106  
Phone/Fax: 860-236-0788  
E-mail: [contact@aliancabrasileira.org](mailto:contact@aliancabrasileira.org)  
Web site: [www.aliancabrasileira.org](http://www.aliancabrasileira.org)

#### **AMAZON WATCH**

**[http://www.amazonwatch.org/take action/staffing/paz @amazonwatch.org](http://www.amazonwatch.org/take_action/staffing/paz@amazonwatch.org)**

Main Office:  
221 Pine Street, 4<sup>th</sup> Floor  
San Francisco, CA 94104  
Phone: 415-487-9600  
Fax: 415-487-9601

Southern California Office:  
P.O. Box 2421  
Malibu, CA 90265  
Phone: 310-456-9158

Washington, DC Office:  
1350 Connecticut Avenue, NW Suite 1100  
Washington, DC 20036  
Phone: 202-785-3962

Amazon Watch is a nonprofit advocacy organization with offices in Los Angeles, San Francisco and Washington DC, supporting communities threatened by shortsighted natural resources exploitation projects in the Amazon Basin. Amazon Watch works with indigenous and environmental movements in the Amazon Basin to defend the forest and advance indigenous peoples' rights in the face of large-scale industrial development-oil & gas pipelines, power lines, roads, and other mega-projects.

Interns work directly with an Amazon Watch staff person but are expected to be self-motivated, creative, and willing to make a set time commitment based on project needs. Internships require a 3-month minimum commitment at a minimum of 12 hours per week. Interns are expected to assist with basic office work. After completing a three-month internship, a limited number of stipends are available for campaign interns wishing to extend their internship for another 3 months. To be considered for an internship, please review the [current internship opportunities](#) and then send in:

- A cover letter stating why you are interested in interning at Amazon Watch and what strengths you could bring to the organization.
- Completed [internship application](#)
- Your résumé; and
- Two letters of recommendation and/or two references

### **Digital Media Intern**

#### **Description:**

Two positions are currently available:

A)**Web Manager Assistant**; photo scanning and digital preparation as well as basic web marketing and promotion (search engine listings).

B)**Web Development Assistant**; more focused on web content development, requires strong writing and editing skills. This position will work closely with the campaign team to produce articles and fact sheets for the web. Depending on the skill levels of the applicants, projects could also involve work on multi-media and interactive web features such as short video presentations, flash animation and other graphic intensive elements.

**Requirements:** 10 hours per week for 3 months for each position. Previous web experience is required for both positions although the candidate applying for the B. position will need excellent writing and editing skills (ideal for journalism majors). Also knowledge of Flash and web-based media is a plus.

### **Fundraising/Development Intern**

#### **Description:**

This position will aid in the daily donor database management, acknowledgment letter preparation as well as informational packets and prospective donor mailings. Extensive research on foundation guidelines and grant cycles will be a major area of focus for this position as well as assisting in the planning and coordination of fundraising events.

**Requirements:** 12 hours per week for 3 months/good writing, organizational, and web research skills.

### **Media Intern**

#### **Description:**

Work with the Executive Director and the Communications Team on a wide array of duties related to our work to garner media attention on key issues and newsworthy developments in our campaigns. Maintain a current media database and fax lists. Assist in the writing and dissemination of press releases. Help pitch stories Acquire and disseminate photos and video footage Assist in maintaining video and photo library.

**Requirements:** 12 to 18 hours per week for 3 months with the option to extend internship for three additional months (after the first 3 months, there will be a \$500 per month stipend). Applicants must have excellent written and verbal communications skills, prior public relations/media skills would be helpful. Computer Skills in Photoshop as well as desk top publishing are helpful.

### **Research Intern**

#### **Description:**

The Research Intern will work with the Corporate Accountability Campaigner to carry out in-depth corporate and industry specific research that will help to inform our US based campaign strategies. The thematic areas of research are:

Social responsibility record of companies

Information on brands, advertising, and sponsorships.

Environmental compliance

Market share, asset base

Specific industrial development projects (the status, the impacts, the companies involved)

Institutional Stakeholders

#### **Requirements:**

12-18 hours per week for 3 months

Highly organized

A planner with strong attention to detail, excellent project management skills

Fluency in Spanish and English

Excellent writing and editing skills

Highly self-motivated

Excellent interpersonal and intercultural communication skills

Ability to work effectively as part of a team and independently

Heart, humility and humor

**ASHOKA: INNOVATORS FOR THE PUBLIC**  
**(Unpaid)**

1700 North Moore Street, Suite 1920  
Arlington, VA 22209  
Phone: 703-527-8300  
Fax: 703-527-8300  
Web site: [www.ashoka.org](http://www.ashoka.org)  
Send questions to: [info@africaaction.org](mailto:info@africaaction.org)

This nonprofit organization awards fellowships for innovation ideas related to social change in Africa, Asia, and Latin America. Offers 15 unpaid internships each year related to publications, press relations, publicity, fundraising, and fellowship relations. Duration of internships varies. Contact the Intern Coordinator for information and application procedures.

**ATLANTA CARIBBEAN ASSOCIATION**

P.O. Box 4568,  
Atlanta, GA. 30303-3634  
404-377-5506  
<http://www.atlantacaribbean.org/>  
[Info@AtlantaCaribbean.org](mailto:Info@AtlantaCaribbean.org)

The Atlanta Caribbean Association is a non-profit organization committed to supporting education and sharing Caribbean culture. It is the oldest Caribbean association in the metropolitan Atlanta area and has a long and rich history of connecting visitors as well as local residents to Caribbean culture. The organization believes in giving back to the community and actively participates in volunteer efforts all around metropolitan Atlanta.

**ECONOMIC COMMISSION FOR LATIN AMERICA AND THE CARIBBEAN**  
**(ECLAC)**  
**(Unpaid)**

1825 K Street, NW, Suite 1120  
Washington, D.C. 20006  
U.S.A.  
Phone: 202-955-5613  
Fax: 202-296-0826  
Email: [info@eclac.org](mailto:info@eclac.org)  
<http://www.eclac.cl/cgi-bin/getprod.asp?xml=/washington/noticias/paginas/4/9124/P9124.xml&xsl=/washington/top/p18f.xsl&base=/washington/tpl/top-bottom.xsl>

The internship programme at the Economic Commission for Latin America and the Caribbean (ECLAC) of the United Nations is aimed at granting ad hoc internships to undergraduate and graduate students who have specialized in a field related to the work of this Commission. These internships are intended to promote among the participants a better understanding of international problems and give an insight into the work of ECLAC and also to provide departments with the assistance of outstanding young students specializing in a field related to their own work.

The **conditions** which govern this ad hoc internship programme are the following:

1. The period of internship will be granted up to a maximum of six months.
2. Participants are selected from among applicants strongly supported by their Universities or Academic Institutions who will submit a formal request for the internship.
3. Interns are not paid. Acquisition of necessary visas, travel costs, travel arrangements and living accommodations are of the responsibility of the interns or their sponsoring institutions.
4. Interns are not considered in any respect as officials or staff members of ECLAC. On the other hand, they are expected to work full time like regular staff members and to carry out the duties assigned to them. They are bound by the same duties and obligations as regular staff members; they must, in particular, keep confidential any and all unpublished information made known during the course of internship and not publish any reports or papers on the basis of information obtained except with the authorization of ECLAC.
5. ECLAC accepts no responsibility for costs arising from accidents and/or illness incurred during an internship and the intern therefore has to have health insurance coverage.
6. Interns must provide notice in case of illness or other unavoidable circumstances which might prevent him or her from completing the internship.
7. The granting of an internship does not imply any commitment of future employment on the part of ECLAC. Interns cannot apply for a regular position nor have any type of appointment or contract while carrying out the internship except after six months immediately following the expiration date of the internship.
8. ECLAC reserves the right to terminate the internship at any time and for any reasons that the Director of the Washington Office may deem advisable from the Commission's point of view, giving in any case, one week's notice to the Intern.

## IUCN USA & CARIBBEAN MULTILATERAL OFFICE

### (Unpaid)

1630 Connecticut Avenue, NW, 3rd Floor

Washington, DC 20009

Phone: 202-387-4826

Fax: 202-387-4823

<http://www.iucn.org/places/usa/webdocs/staff/staffinternships.htm>

The IUCN USA Multilateral Office is the focal point for administering and serving the US and Caribbean member organizations and also serves as a liaison resource to the IUCN Commissions. The IUCN USA Multilateral Office also links at numerous levels with all members throughout the Western Hemisphere covering the Caribbean and IUCN's offices in Canada, Mesoamerica and South America.

In addition to its core global programme staff, the IUCN USA & Caribbean Multilateral Office also provides internship opportunities for select candidates.

The organization offers volunteer or "for-credit" internships at any time during the year. All interested students should submit a resume and cover letter to:

Ms. Debbie Good, Human Resource Manager

E-mail: [dgood@iucnus.org](mailto:dgood@iucnus.org)

## LATIN AMERICA WORKING GROUP

### (Unpaid)

<http://www.lawg.org/about/Internships.htm>

The Latin America Working Group is a coalition of over sixty-five religious, human rights, grassroots, policy and development organizations. Since 1983, the coalition has worked to influence US policy so that it promotes peace, justice and sustainable development in Latin America.

The LAWG regularly convenes meetings of the participating organizations to analyze developments in Washington and Latin America and to craft common positions and effective strategies for action. The LAWG staff assist organizations in designing and implementing coordinated advocacy efforts and public education campaigns. LAWG staff provide information to nongovernmental organizations, the US Congress, the media, and citizens interested in US policy toward Latin America.

**DUTIES:** Interns are responsible for assisting LAWG constituents, keeping up to date on Latin American issues, delivering educational packets to Capitol Hill, attending meetings and congressional hearings, and assisting the director and staff with daily and weekly projects. The internship is fairly flexible, so if there is a special project an intern would like to work on, he or she is encouraged to do so.

**PROGRAM:** Interns can work up to five days a week, with flexible hours. Interns work closely with the staff, doing what is necessary as it arises. The staff communicate frequently about current events, regional transformations, and the timing of legislation in Congress. The office functions at a fast pace but staff are friendly and helpful. Dress is casual.

**SKILLS:** A general understanding and interest in politics, economics, social issues and human rights in Latin America; a desire to learn about the federal government; basic office skills; and curiosity about grassroots political organizing.

**COMMENT:** LAWG is an ideal place to gain experience in advocacy work for any issue and provides a thorough introduction into how human rights and peace groups influence and shape US foreign policy. Unfortunately, LAWG cannot offer financial compensation to interns; however, the LAWG staff is willing to assist interns on independent projects in order to receive academic credit.

**TO APPLY:** Send a resume, cover letter, short writing sample (2-3 pages), and the names and daytime telephone numbers of two references to:

Latin America Working Group  
Attn: Intern Coordinator  
424 C Street, NE  
Washington, DC 20002  
Phone: 202-546-7010  
Fax: 202-543-7647

**MADRE**  
**(Unpaid)**

<http://www.madre.org/programs/pe/intern.html>

MADRE's programs are informed by the following focus areas:

- War, Recovery, and Building Peace
- Women's Health, Sexual Rights, and Reproductive Rights
- Trade, Aid, and Economic Justice
- The Right to Food, Water, and Environmental Sustainability
- Indigenous Peoples' Rights and Resources
- Confronting Violence against Women and Children

The deadlines for internship applications are generally March 15th for Summer positions, July 15th for Fall positions, and October 15th for Spring positions.

Internships come with a \$10/day stipend and require a minimum time commitment of 15 hours a week for at least three months. Internships take place at the MADRE office in Manhattan.

Internship responsibilities may include assistance with:

- Outreach for MADRE's Helping Hands Campaign and Medical Project
- Research on US foreign policy and women's human rights
- Organizing speaking engagements
- Preparation for human rights trainings and international conferences
- Spanish and French translation of MADRE materials
- Media outreach and program development
- Special event planning
- Fundraising
- Graphic design
- Computer troubleshooting and maintenance of MADRE's website
- Conceptualizing, building and maintaining databases
- General administrative tasks

To apply, please send a resume and cover letter to:

MADRE

Attn: Internship Coordinator

121 West 27th Street, #301

New York, NY 10001

Phone: 212-627-0444

Fax: 212-675-3704

E-mail: [internships@madre.org](mailto:internships@madre.org)

## **PARTNERS OF THE AMERICAS**

### **Organization Description:**

Partners of the Americas (Partners) is a network of citizens from Latin America, the Caribbean and the United States, who volunteer to work together to improve the lives of people across the region, through nonpolitical, community-based activities. Besides providing technical assistance and training to communities in Latin America, the Caribbean and the U.S., Partners' network of volunteers promote collaboration in the region's social and economic development through working relationships among professionals and institutions across the hemisphere.

The two sides of a partnership work together to carry out a wide range of activities to improve food supplies, deliver health services, provide job training to young people, protect the region's natural resources and safeguard the rights of women and children. Each chapter reaches out to its respective community, state or country to leverage in-kind and financial contributions to support its work, often multiplying each dollar invested by another \$10 in donated goods and services. In addition, institutional linkages -- for example, a hospital and medical school through the participation of doctors, the 4-H system through a Partners agronomist, university departments through the involvement of professors and students -- help ensure ongoing support to projects.

**Current internship opportunities are listed on Partners website at:**  
[http://www.partners.net/get\\_involved/employment.htm](http://www.partners.net/get_involved/employment.htm)

## **RAINFOREST ALLIANCE** **(Unpaid)**

John Warren

Phone: 212-677-1900

E-mail: [jwarren@ra.org](mailto:jwarren@ra.org)

<http://www.rainforest-alliance.org/about.cfm?id=internships>

### **What Would I Be Doing?**

Internship positions are available within our various programs and departments. Internships may include research on: environmental and market issues, environmental policy and law, tropical agriculture and forestry, media surveys, and special projects. Internships are currently available with the following programs and departments:

**Sustainable Agriculture:** We work to improve social and environmental conditions in tropical agriculture through the development and promotion of [sound farming practices](#). Farms that meet these standards are [certified](#) and may use the Rainforest Alliance Certified [seal of approval](#) in marketing their products.

**Neotropics Communications:** NeoComm is the environmental news hub of the Americas and is based in Costa Rica. *The program publicizes conservation efforts and issues in Latin America and the Caribbean*, helps conservation leaders design [effective communications strategies](#) and trains journalists in environmental reporting skills.

**Communications:** The main function of the Communications Department is to design and implement strategies and campaigns aimed at publicizing the Rainforest Alliance organization and its programs to a wide range of audiences.

**SmartWood:** SmartWood conserves forests by identifying and promoting [environmentally sound forest management practices](#) and awarding its seal of approval to responsible forest managers. (SmartWood internships are generally conducted in the Richmond, VT office.)

**Education:** The Education program works to encourage good global citizenship in young children in the United States, including a deeper understanding of current conservation challenges, wise resource use and cultural and environmental respect. Through the program, we work to provide [quality education materials](#) to K - 8 grade teachers in the United States, engage children in learning about each project, inspire students to become conscientious consumers and conservation advocates and develop tools for teachers and students that complement the educational units.

## Where and When?

The majority of our internships are located in our New York office during the summer, fall, and spring semester. Some out-of-office research projects may be available provided that interns have access to a computer and the Internet. The time frame for internships can vary depending on the project; however, a three-month minimum commitment is usually requested.

## Requirements

All internships require research experience and strong written and verbal communication skills. Good academic standing and evidence of an interest in or knowledge of environmental issues are necessary. Computer skills are required. Foreign language skills are useful.

## College Credit

The Rainforest Alliance will cooperate with colleges and universities offering credit for internship programs or work on special projects. It is the responsibility of the student to secure credit for the internship.

## Compensation

Financial compensation is generally not available. However, depending upon the availability of funds for a particular program/department a stipend may be provided for lunch and local commuting costs. Some students can qualify for work-study through their universities.

## U.S. COMMERCIAL SERVICE CARIBBEAN

American Embassy

Unit 5515

APO AA 34041

Box: 508

**ATTENTION: Laura Gimenez, *Regional Commercial Officer (RCO)*/ Internship Coordinator**

[http://www.buyusa.gov/caribbean/en/internship\\_whatyouwouldbedoing.html](http://www.buyusa.gov/caribbean/en/internship_whatyouwouldbedoing.html)

The U.S. Commercial Service offer students a year-round internship program to gain invaluable practical business experience in the field of international trade.

### **Interns assist Trade specialist by:**

- Preparing market research reports;
- Collecting and analyzing regulatory, statistical and market information;

- Planning, organizing and implementing trade shows, trade missions and seminars;
- Assisting with marketing efforts, organizing representational events and preparing promotional and briefing materials; and
- Facilitating the export of U.S. goods and services into the Caribbean.

Internship Coordinator:

Av. Pedro Henríquez Ureña 13  
 Edif. Empresarial Reyna 01, 5<sup>th</sup> Floor  
 Santo Domingo, Dominican Republic  
 Phone: 809-227-2121  
 Fax: 809-920-0267

### **WORK ON LATIN AMERICAN AND HUMAN RIGHTS POLICY**

**(Unpaid)**

[http://www.wola.org/index.php?option=com\\_content&task=blogsection&id=8&Itemid=10](http://www.wola.org/index.php?option=com_content&task=blogsection&id=8&Itemid=10)

WOLA is a nonprofit policy, research and advocacy organization working to advance democracy, human rights, and social and economic justice in Latin America and the Caribbean. WOLA staff interacts with congressional offices, the State Department, the media, and non-governmental and international organizations. WOLA seeks to influence policy in many ways: briefing congressional offices, writing reports and issue briefs, organizing press conferences and seminars, addressing academic audiences and working with the media.

#### **Sally Yudelman Internship at WOLA**

WOLA's internship program is named after Sally Yudelman for her contribution and commitment to WOLA, human rights and democracy in Latin America. Through WOLA's Yudelman Internship Program we hope to provide unique mentoring opportunities to interns thereby encouraging the next generation of young people to become actors in the formation of U.S. foreign policy.

WOLA's Yudelman Internship Program works to give interns a broad exposure to the foreign policy-making process and aims to familiarize its interns with current events in Latin America through regular meetings with our staff and by attending NGO coalition meetings, congressional hearings, and other discussions and events. In addition, throughout the semester, interns will have a series of "brown bag" lunch discussions with representatives from different sectors that interact with the NGO world, such as foundations, governments, and multilateral institutions. Upon arrival each intern is assigned to work with a WOLA Associate on one issue and will produce a detailed research project that meets the intern's interests and the Associate's needs. At the end of the semester, the results of the research project will be presented to WOLA's staff. One project will be selected and the intern will publish an article related to their project in

WOLA's newsletter.

Applications to the WOLA's Yudelman Internship are three times each year— summer, fall and spring. WOLA selects seven interns per session. The internship is unpaid. During the fall and spring, interns are expected to work at least 24 hours each week. During the summer, they are expected to work 32 hours each week.

Approximately 65% of the internship is administrative in nature—answering telephones, faxing, copying, or working on a specific task (i.e. fulfilling orders for our many publications, helping to keep our website updated, monitoring the media). The remainder of the time is spent on the intern project or other substantive work.

Interested applicants should have a demonstrated interest in human rights, democracy and economic justice in Latin America; initiative and flexibility; the capability to work in a fast-paced environment; good organizational skills; follow-through and attention to detail. Spanish or Portuguese proficiency is strongly recommended.

Latin American and minority students are encouraged to apply. In general, the Yudelman Internship Program is not open to either graduate students or to students who have already graduated as they are generally looking for something more substantive in nature.

#### **APPLICATION PROCEDURE:**

In order to be considered for an internship, WOLA needs the following materials:

\*a cover letter in which you state:

- that you understand the internship is unpaid
- your specific dates of availability
- your willingness to work at least 24 hours each week (32 if you are applying for a summer internship)
- why you want to intern at WOLA, an idea of your specific interests regarding Latin America, and your language abilities.

\*a resume

\*the names and telephone numbers of at least two references

\*a short writing sample (no more than 2-3 pages) on a topic of your choice. It can be a paper you submitted for a class.

#### **DEADLINES:**

Summer internship (late May/early June through August)    March 15

Fall internship (early September through mid-December)    August 1

Spring internship (mid-January through May)    November 15

**Application materials** should be addressed to the Intern Coordinator:

Kristina DeMain  
Internship Recruitment Coordinator  
1666 Connecticut Avenue, NW, Floor 4  
Washington, D.C. 20009  
[K.demain@wola.org](mailto:K.demain@wola.org)

#### ***IV. EUROPE***

##### **THE AMERICAN-SCANDINAVIAN FOUNDATION** **(Paid)**

58 Park Avenue  
New York, NY 10016  
Phone: 212-879-9779  
Fax: 212-249-3444  
Web site: [www.amscan.org](http://www.amscan.org)

This nonprofit organization promotes educational and cultural exchanges between the United States and Denmark, Finland, Iceland, Norway, and Sweden. Designed for college juniors and seniors, this program offers 50-100 summer internships for engineers, computer specialists, chemists, agriculturalists, and horticulturalists. These are paid internships in which participants receive a stipend. Participants are expected to pay from \$120 and \$385 each month for housing. Application deadline is December 15. Requires a \$50 applicant processing fee and a resume.

##### **DELEGATION OF THE EUROPEAN COMMISSION** **(Unpaid)**

2300 M Street, NW, Suite 300  
Washington, DC 20037  
Phone: 202-862-9544  
Fax: 202-429-1766  
Web site: [www.eurunion.org](http://www.eurunion.org)

This organization promotes better communication and understanding between the United States and the European Community. It offers 10-12 internships in academic affairs, public inquiries, speakers' bureau, and the Europe Magazine. Individuals perform research, information dissemination, and clerical duties. Each internship is unpaid and lasts five months. Open to college juniors, seniors, graduates, and graduate students. Contact the Assistant for Academic Affairs for more information.

## **EDUCATIONAL PROGRAMS ABROAD**

### **(Unpaid)**

Educational Programmes Abroad, Inc.  
UR/Lattimore 206, PO Box 270375  
Rochester, NY 14627-0375  
Phone: 585-275-8850  
Fax: 585-276-2167  
E-mail: [USoffice@epa.internships.org](mailto:USoffice@epa.internships.org)

This nonprofit organization provides 80-100 internships in Europe (Bonn, Cologne, London, Madrid, Paris, and Strasbourg) for a variety of fields—advertising, business, law, education, health care, politics, social science, theater, and urban planning. During the academic year internships run for one semester; summer internships last 10 weeks. These are unpaid internships in which participants are expected to pay a program fee ranging from \$1,780 to \$6,300 which includes room and board. Open to college juniors, seniors, and graduate students. Foreign language competence a necessity for interns in Bonn, Paris, and Madrid. Requires an application fee of \$25. Applicants should send a transcript, two letters of recommendation, and an essay on their career goals.

## **THE INTERNATIONAL CENTER**

### **(Unpaid)**

731 8th Street, SE  
Washington, DC 20003  
Phone: 202-547-3800  
Fax: 202-546-4783

The International Center focuses on U.S. foreign policy in Asia and Russia for the purpose of promoting democratic movements and the resolution of regional conflicts. It offers 10 internships. The internships involve research, writing, and general clerical duties centering on projects relating to Asia and Russia as well as the New Forests Project (promotes reforestations and economic development in developing countries). These are unpaid internships lasting for a period of 10 weeks. Open to college juniors, seniors, graduates, and graduate students. Application deadlines are June 30 for the fall, November 30 for the spring, and March 31 for the summer.

## **INTERNATIONAL COOPERATIVE EDUCATION PROGRAM**

### **(Paid)**

Dr. Günter Seefeldt  
15 Spiros Way  
Menlo Park, CA 94025  
Phone: 650-323-4944  
Fax: 650-323-1104  
Web site: <http://members.aol.com/ICEMenlo>

A paid summer internship program. This in-depth immersion in work, culture, and language program consists of placing students with employers in Germany, Switzerland, Belgium, Luxemburg, Finland, and Japan for periods of 8 to 12 weeks, from early June until September 1. Requires a \$200.00 application fee and a \$600.00 placement fee within 7 days after employment has been confirmed.

### **RADIO FREE EUROPE/RADIO LIBERTY**

**(Paid)**

E-mail: [internships@rferl.org](mailto:internships@rferl.org)

This independent news and broadcasting corporation promotes better communication with the peoples of Eastern Europe and the Commonwealth of Independent States. It hires more than 10 research and electrical engineering interns for 8-12 week periods. Interns are paid \$48 a day. Research interns travel to Munich and should be fluent in a language of Eastern Europe or the Commonwealth of Independent States. Electrical engineering interns should be fluent in German, Portuguese, or Spanish. Open to highly qualified undergraduates and graduate students. Application deadline is in mid-February.

## ***V. MIDDLE EAST***

### **AMERICAN-ARAB ANTI-DISCRIMINATION COMMITTEE**

<http://www.adc.org/internprogram/html/>

The internship program offers a variety of positions of leadership development. It educates students on issues of civil rights, Arab heritage and current events in the Middle East. Furthermore, the program empowers them to educate others. At the same time, students gain practical training in community organizing, research and writing, media relations, legal issues, political action and educational work, and routine office work alongside our regular staff.

ADCRI is the charitable and educational 501(c)(3) affiliate of ADC. The American-Arab Anti-Discrimination Committee is an Arab-American civil rights organization. It was founded in 1980 to defend the rights of Americans of Arab descent against discrimination, stereotyping and hate crimes, to promote the Arab cultural heritage and to serve as a voice for the Arab American community on issues of foreign and domestic policy.

#### **What You Need to Apply**

- Completed application form.
- Resume

- Academic transcript
- Two letters of recommendation
- Two-page personal statement about your goals as an ADC intern and how your academic, professional, or campus and community activities or career goals are related to the position you requested

**Mail completed applications to:**

Intern Coordinator  
 American Arab Anti-Discrimination Committee Research Institute  
 4201 Connecticut Ave. NW, Suite 300  
 Washington, DC 20008

**AMERICA-MIDEAST EDUCATIONAL AND TRAINING SERVICES**  
**(Unpaid)**

<http://www.amideast.org/employment/internships/Default.htm#>

AMIDEAST does not have a structured internship program. Placements in the Washington, DC Headquarters office are available according to staff needs -- generally not more than 4-6 interns each year. AMIDEAST has had both summer interns and interns who work during the school year. Most applicants are enrolled in undergraduate or graduate study programs relating to Arab/Middle East studies, international education or international development. Arabic or French language proficiency, strong English oral and written communication skills, and cross-cultural living, work or study experience is preferred.

**Compensation**

As a non-profit organization, AMIDEAST cannot offer compensation that covers living expenses for interns in Washington, DC. Commonly, interns work as volunteers. If an intern has special skills, AMIDEAST may offer a modest stipend. AMIDEAST also participates in work-study programs arranged by students through their colleges and universities, in which AMIDEAST supplements the hourly rate provided by the program.

**Assignments**

Interns work primarily in three areas:

- Providing administrative support to staff managing U.S. educational and training programs for foreign students in our Washington, DC office (Headquarters)
- Providing administrative support, conducting basic research and assisting staff in producing publications/other materials for public outreach in our Washington, DC office and
- Providing administrative support or assisting in advising Arab students about U.S. higher education in one of our field offices overseas.

## **Employment Prospects**

AMIDEAST has hired some former interns and many remain with the organization for several years. The majority of AMIDEAST staff are engaged in managing U.S.-based programs in our Headquarters office. Therefore, that area offers the highest potential for future employment. Public outreach activities and our ten field offices have openings less frequently, but interested applicants may apply for jobs in any department. Candidates for employment at Headquarters must be U.S. citizens or legal residents of the U.S.

### **To Apply:**

Please submit a cover letter explaining your interests/needs, include a resume outlining study/work experience with two references to:

Personnel Director  
AMIDEAST  
1730 M Street, N.W., Suite 1100  
Washington, DC 20036  
Fax: 202-776-7086  
E-mail: [personnel@amideast.org](mailto:personnel@amideast.org)

### **Overseas Opportunities**

If you are interested in working in one of the field offices, you must apply directly to the field office of your choice. Please submit a cover letter describing your interests and needs, include a resume outlining your study and/or work experience with two references to the Country Director managing that particular field office.

If have any questions, contact Personnel at:

Fax: 202-776-7090  
e-mail at: [personnel@amideast.org](mailto:personnel@amideast.org).

## **IRAN HUMAN RIGHTS DOCUMENTATION CENTER**

Iran Human Rights Documentation Center  
129 Church Street, Suite 304  
New Haven, CT. 06510, U.S.A  
Phone: 203-772-2218  
Fax: 203-772-1782  
Web site: <http://www.iranhrdc.org/english/contact.php>  
E-mail: [info@iranhrdc.org](mailto:info@iranhrdc.org)

To apply, please e-mail your resume and contact information for two references to [jobs@iranhrdc.org](mailto:jobs@iranhrdc.org), or mail them to address above.

**Program Development Internships:** IHRDC was established in late 2004 by a group of human rights scholars, activists, and historians. At this point in its development, the Center is looking to vastly expand and diversify its fundraising activities. It is seeking qualified interns to assist in these efforts.

Candidates should have an interest in fundraising, program development, and nonprofit management. Experience working for a non-profit in either one of these capacities is highly desirable. Interns will be expected to work 10-20 hours per week under the direction of the Executive Director.

**Research Internships:** The IHRDC welcomes those interested in its mandate and goals to apply for an internship at the Center in New Haven, Connecticut. Interns will perform the following tasks, among others:

- Conduct research on topics such as murder, torture, gender related violence, disappearances, extrajudicial killings;
- Focus their research on either the law or the facts or both, depending on their educational background;
- Systematically gather, categorize and compile human rights related documents issued by governments, media, nongovernmental organizations and
- Contribute to the development of a human rights database

The IHRDC particularly welcomes applications from those engaged in legal or human rights studies, or those with an ability to read Farsi, French or German.

### **THE JERUSALEM FUND FOR EDUCATION AND COMMUNITY DEVELOPMENT** **(Unpaid)**

<http://www.thejerusalemfund.org/internships.php>

The Jerusalem Fund for Education & Community Development offers internship positions with its educational and research program, the Palestine Center, for graduate and undergraduate students. These positions are based in our Washington, D.C. office, located within walking distance from the U.S. Department of State, the K Street lobbyists' corridor, Embassy Row, historic Georgetown, and Dupont Circle.

The Palestine Center internship program provides undergraduate and graduate students with an opportunity to conduct primary-source research, develop writing and organizational skills, build valuable D.C. contacts, gain hands-on experience, and observe the extensive political and policy-related happenings in the metropolitan DC area. As important members of our team, interns gain valuable exposure to the functions of a highly productive non-profit organization working on issues of national and international significance.

The Palestine Center offers two types of internships: the fall and spring internship program, designed for graduate students with part-time availability, and the summer internship program, designed for undergraduate students with full-time availability.

Undergraduate summer interns coordinate a summer lecture series, conduct a guided research project, and assist with Palestine Center briefings, film screenings, and symposia. Graduate fall and spring interns work on an individual extended research project in coordination with Palestine Center staff. They are also called upon to assist periodically with staffing events. All interns are encouraged to attend relevant events in the area during their internship and to pursue avenues of research that are of personal interest to them, provided the research relates to the work of the Center. The Palestine Center staff provides guidance on research and logistics, helps to educate interns on the Palestinian issue, and advises them as needed on career development.

This internship is not paid, however there is a small stipend and letter of recommendation given upon the successful completion of the internship. We accept applications for full-time summer internships, and for part-time fall and spring internships. Students are responsible for all travel and living expenses during their internship.

#### **Examples of Intern Duties and Responsibilities:**

- Development of an annual summer lecture series for area interns to be held during July (for summer internships only)
- Drafting transcripts of Palestine Center briefings
- Independent research project as chosen by intern for publication on the Jerusalem Fund website
- General research as assigned by Palestine Center staff
- Attending Palestine-related events in DC area
- Assisting with event planning, organization, and set-up as needed for Palestine Center events
- Limited administrative support for office staff

#### **Required Qualifications:**

- Strong GPA
- Related major or course work
- Excellent research and writing skills
- Good communication and computer skills
- Knowledge of Arabic preferred (not required)
- Public interest volunteer work
- Demonstrated leadership/initiative
- Follow-through on directions
- Reliability and punctuality
- Ability to work on a team and take direction
- Ability to work independently with minimal supervision

**Internship dates and application deadlines:**

Summer 2007 Internship: June 4 - August 10, 2007  
Applications accepted on a rolling basis. Deadline April 2, 2007.

Fall 2007 Internship: September 10 - December 7, 2007  
Applications accepted on a rolling basis. Deadline August 17, 2007.

Spring 2008 Internship: January 21 – April 25, 2008  
Applications accepted on a rolling basis. Deadline December 14, 2007.

**To apply:**

For the summer internship program: submit a cover letter, an updated resume, a brief writing sample on a topic related to the Middle East or the Palestinian issue, and one letter of recommendation.

For the fall and spring internship program: submit a cover letter, an updated resume, a letter of recommendation and a research topic proposal.

**Submit materials to:**

The Jerusalem Fund  
2425 Virginia Avenue, NW  
Washington, DC 20037  
Fax: 202-333-7742  
E-mail: [info@thejerusalemfund.org](mailto:info@thejerusalemfund.org)

**THE JEWISH FEDERATION OF GREATER HARTFORD**  
**Community, Religion**

Ms. Laura Zimmerman  
Phone: 860-727-6167  
[www.JewishHartford.Org](http://www.JewishHartford.Org)

The Jewish Federation of Greater Hartford is guided by the traditional Jewish values of Tzedakah (righteous giving) Tikkun Olam (improving the world) and Klal Yisrael (the unity of the Jewish people). In partnership with a large and dedicated corps of volunteers, staff and contributors, the Federation aims to enhance, build, and perpetuate Jewish life in Greater Hartford, in Israel and around the world.

## **MIDDLE EAST INSTITUTE**

**(Unpaid)**

<http://www.mideasti.org/internships>

### **The Leadership Development Program**

Internships at the Middle East Institute (MEI) are designed to provide students or recent graduates considering a career in a Middle East related field with hands-on experience in a Washington-based, nonprofit organization that focuses exclusively on the Middle East. Interns obtain guidance, experience, and exposure to the Washington policy and scholarly community while helping out with the everyday operations of the Middle East Institute. Although there is no financial compensation for interns, MEI does offer each intern [one free language class](#), a [one-year membership to MEI](#), and reimbursement for local travel expenses.

### **The Intern Development Series**

The goal of the Intern Development Series is to foster discussion about the Middle East while allowing interns to assert, and improve, their leadership skills by meeting weekly with a MEI visiting scholar or specialist. Interns are encouraged to play a management role in this series and are expected to devise specific topics for scholars to discuss and then to organize the logistics of the event. Interns are also expected, compile background reading, and even lead discussions with the scholars.

### **Internship Details**

Internships are available throughout the year to undergraduates, recent graduates, and graduate students. Positions are available on a full or part-time basis with a minimum of 20 hours a week. The dates of internships correspond to the fall, spring, and, summer academic semesters.

The deadlines for applications are:

Spring internship: November 15

Summer Internship: March 15

Fall internship: July 15

### **Internships are available in the following departments:**

**Programs:** department interns help research, plan, and administer lectures, performances, conferences, exhibits, language courses, and outreach materials.

***The Middle East Journal/Publications:*** interns draft annotations of books for publication in the *Journal*, help to compile the *Journal's* "Bibliography of Periodical Literature," assist in research for the *Journal's* "Chronology," and help editors copyedit articles, press releases, and all other publications.

**Development** interns participate in prospect research on corporate and foundation donors as well as writing letters to and making calls to MEI supporters.

**Communications:** interns edit press releases and opeds, compile and maintain media lists, monitor the Arab, European and American press, cover congressional hearings, and other special projects.

**Sultan Qaboos Cultural Center:** interns help research, plan, and administer lectures, performances, exhibits, and outreach and educational materials about Oman and the Gulf countries.

**Research:** There are a limited number of positions doing research with MEI scholars-in-residence.

All interns participate in the planning and execution of the [annual conference](#). Interns will also have the opportunity to complete write-ups of policy events for mass distribution via email and for the MEI website.

To apply for an internship, please send a cover letter, résumé, official college transcript, five-page writing sample, and a letter of recommendation to the address below. Interested applicants from all academic backgrounds are encouraged to apply; however, preference will be given to those applicants with superior writing, organization, word-processing, and Middle Eastern/European language skills.

Please send your application materials to:

Peter B. White  
Internship Coordinator  
The Middle East Institute  
1761 N Street, NW  
Washington, DC 20036-2882

If you have additional questions, please refer them to [internships@mideasti.org](mailto:internships@mideasti.org).

### **THE MIDDLE EAST RESEARCH AND INFORMATION PROJECT** **(Unpaid)**

<http://www.merip.org/misc/internships.html>

#### **Interested in the Middle East?**

Join the small staff of the Middle East Research and Information Project (MERIP), publishers of *Middle East Report*, for a spring, summer or fall internship. Now entering its thirty-seventh year of publication, *Middle East Report* has provided critical, independent analysis of the issues and policies shaping the region today. Interns become an integral part of MERIP's work, learn about the Middle East and gain valuable training in skills related to magazine production and media relations.

## **Intern Responsibilities**

Responsibilities may include: assisting the editor in producing *Middle East Report*, assisting the media coordinator in research, helping to generate content for MERIP's website, proofreading, procuring photographs and other graphics, securing reports and documents, monitoring media coverage of the Middle East and many others. Specific responsibilities will depend upon the intern's skills and interests, and MERIP's current organizational needs.

## **General Responsibilities**

All interns share in general office work: answering telephones, photocopying, preparing outgoing mail, running errands and assisting staff members in special projects. Interns may be asked to attend and/or staff a table at outside events.

## **Qualifications**

MERIP seeks self-motivated individuals with a strong interest in the Middle East and a commitment to progressive politics. Proficiency in Internet research and library research is required.

## **Minimum Commitment**

Fall and spring interns: one semester, 12 hours per week. Summer interns: 2-3 months, 20 hours per week. Interns work at MERIP's Washington office. Internships are unpaid; MERIP will, however, reimburse for daily travel expenses.

## **To Apply:**

Please paste a cover letter explaining your interest in MERIP in an e-mail to [ctoensing@merip.org](mailto:ctoensing@merip.org) and attach a resume. No writing samples, please. Please specify your dates of availability. **Applications that do not follow these guidelines will not be read. E-mail applications are required. Mailed applications will not be read.** **Application deadlines: March 15 (summer), July 15 (fall), November 15 (spring).**

## **THE NATIONAL COUNCIL ON U.S-ARAB RELATIONS**

### **(Unpaid)**

<http://www.ncusar.org/internship/>

All internships with the National Council on U.S. - Arab Relations are unpaid and take place in our Washington, D.C. office from 10 am – 5 pm, Monday - Friday. Certain events may require your attendance outside regularly scheduled hours.

To obtain additional information, contact:

Ms. Megan Geissler

1730 M St NW, Suite 503

Washington, DC 20036

Email: [megan@NCUSAR.org](mailto:megan@NCUSAR.org)