

# Muslim Coalition of Connecticut Internship Program

The Muslim Coalition of Connecticut Internship Program is designed to engage youth in activities to build skill, character, and professionalism so that they may become future leaders in their community and in various other organizations in which they participate.

The Internship Program seeks to have 2 individuals join the Muslim Coalition of Connecticut team, supporting many of the programs over the Summer and potentially into the Fall Semester. We are looking for 1 individual who is a Junior or Senior in high school and 1 individual who is a Freshmen or Sophomores in college. \*Interns may have on 1-2 roles based on the descriptions below.

**The program will be 8 weeks starting June 3rd 2013 and ending on July 29th 2013. Interns will split their time between working at the MCCT Office: 705 N. Mountain Road, Newington CT 06111 and working remotely from home (web assignments).**

Interns will report directly to the MCCT Program Director and MCCT President.

**POSITION:** Marketing and Outreach Intern

**PAY SCALE:** This is a part-time position (10-15 hours a week)

## **JOB DESCRIPTION:**

The Marketing and Outreach Intern is responsible for supporting the Executive Board, Program Director, and Committee Chairs in all tasks related to printing, publications, communications, and web development. The Marketing and Outreach Intern will also provide support in Media Relations, establishing contacts with local media and preparing articles and photos for print. Must have proficiency in Microsoft Office and a willingness to learn new software and technologies as they might be useful for new creative project. The Marketing and Outreach Intern will also support the Program Director with Social Media Campaigns and any digital correspondence.

## **DUTIES AND RESPONSIBILITIES**

- Providing weekly updates to the MCCT President, Vice President, and Program Director about Marketing and Outreach outcomes for the week. (# of new contacts made, correspondence with members, volunteers etc)
- Support the creation of internal publications, content writing for publications, web content writing, copy editing, researching content for articles.
- Developing surveys and evaluation tools to get feedback from MCCT Members and volunteers about how to improve operations and outreach.

- Development of a Partner Organization Database and reaching out to new organizations in CT via e-mail and U.S. Postal Mail about MCCT events.
- Distribution of posters, fliers, or any other materials to local businesses, organizations, schools, and masajids.
- Develops Social Media Campaign Plans and updates Social Media and other web presence. Will complete research on how to increase web presence and engage users more frequently with social media.

**POSITION:** Program Development Intern

**PAY SCALE:** This is a part-time position (10-15 hours a week)

**JOB DESCRIPTION:**

The Program Development Intern is responsible for providing any logistical or programmatic support for existing MCCT Programs and will work to develop new Community Service Opportunities and Interfaith Programs in collaboration with other local non-profit organizations. The Program Development Intern will also be responsible for helping research grants and the development of a grant database with relevant funding opportunities to expand MCCT programs. The Program Development Intern will work closely with Committee Chairs to identify new committee members and support the planning process for events in all capacities. The Program Development Intern, will keep track of upcoming Community Events and create a calendar of recommended events to attend by partner organizations. The Program Development Intern is responsible for helping plan and coordinate the first MCCT Statewide Leadership Conference.

**DUTIES AND RESPONSIBILITIES**

- Providing weekly updates to the MCCT President, Vice President, and Program Director about Program outcomes for the week. (Progress of programs, status of new program development, fundraising for specific programs)
- Develop calendars and appropriate timelines for programmatic planning and communications internally and externally.
- Research all logistical and programmatic aspects for the planning of a Statewide Leadership Conference.
- Create documents about programs and proposed programs that will be used for funding search purposes.

**POSITION:** Leadership and Training Intern

**PAY SCALE:** This is a part-time position (10-15 hours a week)

## **JOB DESCRIPTION:**

The Leadership and Training Intern is responsible for helping design and facilitate training for the organization internally as well as offer trainings to the broader community. The Leadership and Training Intern researches non-profit best practices and provides this information to the board and executive board of MCCT through presentations, Newsletter Updates, etc. The Leadership and Training Intern is also responsible for the growth and development of the internship program, assisting the Program Director with the creation of new documents, recruitment strategy, and providing training content for interns and volunteers. The Leadership and Training Program will work closely with the Speaker's Bureau to design trainings for speakers and look for professional development opportunities for speakers, including opportunities to speak at conferences and to design workshops. The Leadership and Training Intern will also work closely with youth organizations statewide in order to further develop MCCT Youth Programs and collaborations. The Intern will be responsible for supporting current Youth Program and designing workshops and curriculum to facilitate diverse Youth Programming, focusing on service learning and experiential learning (field trips, site visits, etc). The Leadership and Training Intern will also be responsible for developing an Ambassador Program connecting MCCT Volunteers and Members to National and International events and opportunities that can further enrich the community and provide valuable knowledge and skills to community organizations.

## **DUTIES AND RESPONSIBILITIES**

- Providing weekly updates to the MCCT President, Vice President, and Program Director about Program outcomes for the week. (Progress of training development, updates on events and programs that MCCT should be aware of, updates on correspondence with youth organizations statewide)
- Develop materials and documents for the Internship Program and support Program Director in the recruitment and outreach for the Internship Program.
- Provide Non-Profit Best Practices Monthly Update for MCCT internal organizational development.
- Participate in Webinars and Conference Calls about important events, opportunities for collaboration, conferences, and statewide initiatives that MCCT members and volunteers might want to participate in.
- Support the Program Director to create curriculum for Speaker's Bureau Speakers on workshop facilitation, dialogue, group discussion, and anti-oppression skill development.

**POSITION:** Finance and Operations Intern

**PAY SCALE:** This is a part-time position (10-15 hours a week)

## **JOB DESCRIPTION:**

The Finance and Operations Intern is responsible for helping manage individual program/event budgets and providing necessary updates to MCCT board and staff about budgetary needs. The Finance and Operations Intern is also responsible for maintaining communications with current Donor base and developing a plan for outreach to new donors and donor management. Finance and Operations Intern is also responsible for basic Office maintenance and supporting preparation for MCCT General Body Meetings and MCCT Committee Meetings. Will support Program Director in an Administrative role, taking messages, preparing e-mail communications with MCCT members etc.

## **DUTIES AND RESPONSIBILITIES**

- Providing weekly updates to the MCCT President, Vice President, and Program Director about Program outcomes for the week. (Budget Updates, New Expenses, Projected Immediate Expenses, Office Needs, etc)
- Prepare donor materials for distribution and research potential individual donors.
- Keep track of office expenses and notify President and Treasurer when purchases need to be made for office maintenance.
- Research new donors and identify possible funding opportunities for MCCT.
- Organize MCCT Mailings and Postal Mail Communications
- Make copies and prepare supplies for MCCT Meetings and tabling events.
- Help organize Binders for MCCT events and research different organizational tools for committee members to use.
- Assist Program Director in creating Quarterly Report content as well as Annual Report content.