



EL-HIBRI FOUNDATION

El-Hibri Foundation (EHF) Internship Program Announcement Spring 2019 (January 28 – May 2)

ABOUT EHF

The El-Hibri Foundation (EHF) is a philanthropic organization that empowers and equips Muslim leaders and their allies to build thriving, inclusive communities. EHF makes grants and implements innovative programs to provide resources and skills, forge collaborative relationships, and increase inclusion of and within American Muslim communities.

The Foundation:

- Advances inclusion of and within American Muslim communities by investing financial, physical and relational resources in individuals and organizations who share our vision of a world in which all individuals, regardless of race, religion, theology, political party, or gender, have an opportunity to thrive.
- Empowers leaders through innovative programs that ensure current and future leaders have skills and tools necessary to successfully launch and manage their organizations.
- Builds communities by bringing people of diverse backgrounds to the table to forge new partnerships and by investing in individuals and organizations that share our belief that stronger communities are built with cooperation and collaboration.

Visit www.elhibrifoundation.org for more information about the organization and its programs.

INTERNSHIPS

1) Outreach and Social Media Internship

The El-Hibri Foundation seeks an intern to support its communications department's efforts to engage in online and in-person conversations on advancing inclusion, building capacity, and organizing communities. The intern will report to EHF's Director of Communications and Strategic Initiatives.

This internship offers the opportunity to gain experience in social media content development and in community outreach within American Muslim and interfaith settings. It also offers professional development opportunities in philanthropy, the non-profit sector, and communications.

Qualifications

Undergraduate/graduate students or post-graduate professionals may apply. Applicants must possess excellent communication skills, have experience working in a professional setting, and have experience using social media. Preferred applicants will also have extensive knowledge of American Muslim communities and interfaith relations. The intern must be in good academic

standing with their educational institution, as applicable. He/she must be self-motivated and able to work independently or in a group, be highly organized, have general office administration skills, and be a flexible multi-tasker with the ability to see projects through to completion.

2) Events and Programs Internship

The Events Coordination Intern will assist the program staff with coordination, project management, and day-to-day administration of a Foundation engaged in innovative programming that is on the cutting edge of collective impact and training programs for nonprofits. The intern will also contribute to general program development, such as landscape mapping of vendor connections, and developing internal policy documents. Internship tasks will include:

- Researching operation and event best practices;
- Assisting in writing, editing and distributing space grant information;
- Support the operations team in various aspects of event planning and management;
- Tracking logistics and outreach for events; and
- Performing other tasks as assigned by the Operations and Special Projects Manager or the Executive Assistant to the President.

Qualifications

Undergraduate students may apply, graduate students or post-graduate professionals preferred. Applicants must possess excellent writing and communication skills, knowledge of computer applications, such as Mac OSX, Windows XP, and MS Office Suite. The intern must be in good academic standing with their educational institution, as applicable. He/she must be self-motivated and able to work independently or in a group, be highly organized, have general office administration skills, and be a flexible multi-tasker with the ability to see projects through to completion. Attention to detail combined with an ability to keep an eye on the overall project is an absolute must. Finally, people who can have a good time while working up to a high standard are definitely preferred!

3) Grants Management Internship

The Grants Management Intern will assist with the organization of the current grant cycle and will work with current applicants and grantees. This internship includes:

- Learning about the management of an annual grant cycle, including soliciting and reviewing proposals and corresponding with applicants;
- Facilitating the administrative flow of the grant cycle by helping to research, compile, draft, organize and digitize documents relating to grant applications and funded grants;
- Researching information about prospective and actual grantees;
- Reviewing grant reports and materials;
- Drafting “spotlight” summaries highlighting the activities of, and progress made by, grantees for the EHF website and newsletter;
- Identifying best practices resources for prospective grant seekers; and
- Supporting grantees through helping to organize strategic and organizational development trainings.

Qualifications

Graduate students or post-graduate professionals preferred, undergraduate students in their senior year may apply. Applicants must possess excellent writing and communication skills, knowledge of social media and knowledge of computer applications, such as Windows XP and MS Office Suite. The intern must be in good academic standing with their educational institution, as applicable. He/she must be self-motivated and able to work independently or in a group, be highly organized, have general office administration skills, and be a flexible multi-tasker with the ability to see projects through to completion. Familiarity with non-profit management and philanthropy preferred. Previous experience with Salesforce a plus.

HOURS and TERMS

Part-time Interns work 16 hours per week; Full-time interns work 32 hours per week at our Metro-friendly location off of Dupont Circle. EHF strives to maintain a collegial environment in the office and at all sponsored events; likewise, interns are expected to treat all colleagues, partners, and visitors with courtesy and respect and conduct themselves in a professional manner at all times. The form of dress is business casual.

COMPENSATION

Internships are designed to afford valuable educational and work experience. Upon successful completion of an internship, the Foundation offers a \$250 stipend to half-time or \$500 to full-time interns to offset local transportation costs. EHF also will help interns apply to their colleges or universities for course credit, upon advance agreement.

The benefits of the opportunity include hands-on experience working with a dynamic, friendly and energetic team. EHF staff members will provide training, support, guidance and are always willing to be professional references and/or write letters of recommendation.

EHF follows the guidelines of the Field Operations Handbook (Ch. 10, Sec. B 11) of the US Department of Labor regarding “trainees and student-trainees” and provides an educational work experience. This work experience will include a formal Professional Development Seminar Program

PROFESSIONAL DEVELOPMENT SEMINAR PROGRAM

Interns will attend occasional professional development seminars with the members of our team with the result that all interns will gain insight into every position at the foundation, including President and Vice-President roles. Each seminar will include a discussion of what a particular job role entails, and possible career paths to that position. These seminars will give the interns insight into executive management, the philanthropic space, grants and programs management, operations and events, communications, and development. The seminar series may also include training on software packages like Salesforce, best practices instruction in getting the full potential out of GoogleDocs, and instruction on a formalized reading list that will include information about the American non-profit and philanthropic space.

HOW TO APPLY

If you are interested in applying at-large (The Washington Center interns, please apply through TWC directly), please fill out an application form and submit a resume and cover letter with references at bit.ly/EHFinterns.

APPLICATION DEADLINES

Applications are accepted on a rolling basis and must be received by January 14th for Spring internships.

INTERNSHIP TERMS

Spring 2019: January 28-May 2