



MAS YOUTH (MY) INTERNSHIPS

The MAS Youth Department believes that the best way to secure a better future for all of us is to empower young Muslim Americans with the skills they need to make a difference. There is no better teacher than experience. Interns at MAS Youth Department works with leaders on substantive projects that lay the foundation for a fair and more inclusive America. They develop professional skills, gain insight into the societal impact of public service.

WHY JOIN THE MY?

MY Department has a wide array of projects and activities to suit your level of expertise and will empower you to make a difference! Opportunities are available throughout the year for all students to apply--full-time or part-time, undergraduate or graduate, and even high school students. Interns can earn academic credit or community service hours, or simply enrich their experience and insight to advocacy.

We offer internships in the following areas: Graphic Design, Communication and Social Media, Event planning, Programs, and Sport tournaments.

APPLICATION GUIDELINES

A complete application must include all of the following:

1. An application form, signed and dated with all spaces completed with the most updated information and truthful responses.
2. A cover letter that specifies the position and session (i.e., winter-spring, summer, or fall) you're applying for, as well as your interests and qualifications. Applicants must clearly indicate which internship position they are applying for in the cover letter. Applications that do not state this information may not be processed.
3. A resume that lists your most relevant and updated profile and contact information; and
4. Samples of your work. areas may require you to submit at least one of the following samples:
 - o Writing sample: This could be a drafted legal document, press release, blog, or previously submitted essay or writing assignment you've written that reflects advocacy issues as they pertain to MAS.
 - o Youth Department scope. If none of the above are available, an original essay will also be considered. [maximum length: 5 pages; if longer, please select an excerpt].

- Portfolio (for graphic design applicants): a display of completed works displaying skills, interests and unique creative perspective.

Note: All your documents should be submitted electronically via youth@masdc.org and not sent by postal mail. This helps us save paper.

All interns are subject to the applicable MAS Youth Department employee rules. All interns are subject to a criminal background check. All internships are unpaid.

ACADEMIC CREDIT AND COMMUNITY SERVICE HOURS

Interns may receive academic credit or community service hours if arrangements are made between MAS Youth Department and the intern's school. It is the student's responsibility to research the requirements, work with the supervising director to tailor the internship, and ensure that appropriate forms are completed if they wish to receive academic credits from their respective institutions.

TIMELINE AND MINIMUM EXPECTATIONS

MAS Youth Department's internship and externship program is open throughout the year, offering a variety of specialties to cultivate young professionals and activists. Considering high school and college academic calendars, each session generally runs between the following months, though this may be adjusted depending on your availability:

- **Winter/spring:** February - May (Suggested deadline: December 31st)
- **Summer:** June - September (Suggested deadline: April 30th)
- **Fall:** September - December (Suggested deadline: July 31st)

Due to the high volume of applicants, it is recommended that you send in your application as soon as possible.

INTERNSHIPS:

Communications and Social Media Intern

The Communications and Social Media Intern will work closely with the Communications Coordinator to create content for various publications and develop social media campaigns.

Responsibilities:

- Write, collect, and edit content for publications and webpage
- Write content for emails
- Write Blogs
- Develop social media strategies
- Cover events

Qualifications:

- Excellent command of written English
- Prepare, rewrite and edit

Graphic Design Intern

Responsibilities:

- Developing webpage, publication, brochure, poster, multimedia, illustration, logo and exhibit designs for both web and print media.
- Managing multiple projects simultaneously.
- Developing design skills.
- Other office duties as assigned

Qualifications:

- Proficiency in design software such as Photoshop; InDesign; Illustrator; Quark
- Knowledge in information architecture; color and typography principles; corporate identity, package and advertising designs.

Event Planning Intern

The intern will work closely with the Youth coordinator to facilitate successful operations of the event planning operations.

Responsibilities:

- Establishing and maintaining solid relationships with the local community via Muslim schools, mosques, MSAs and Muslim organizations
- Establishing and maintaining appropriate relationship with local Youth organizations
- Maintaining a comprehensive database of local Youth activities
- Planning and brainstorm events inside and outside of MAS Such as; Interfaith, Social, and Spiritual events

Qualifications:

- Friendly, outgoing and self-motivated
- Strong organizational and multi-tasking skills
- Excellent critical thinking and visual skills
- Demonstrate the ability to follow through the various on-going and newly assigned tasks
- Excellent oral and written communications skills
- Is able to work well under pressure

Sport Tournaments

Responsibilities

- Reserve the places for the Tournaments
- General Tournament set-up and preparation
- Starting and Scoring of players
- Collaborate with social media in the youth department
- Public Speaking
- Monitoring equipment inventory, maintenance and replenishment.

Qualifications

- Ability to work and communication in a team atmosphere
- Highly motivated
- Willingness to work long hours in hot/cold weather and endure physical situations such as heavy lifting.
- Basic computer knowledge and skills.

Program Intern

MAS youth has three major programs:

- 1- Junior Codes of the quran: 10-13 years old, Includes: Spiritual lectures, Leadership projects inside and outside of MAS, Mentorship, and fun outings.
- 2- Codes Of the Quran: 14+, high school and college students.
- 3- Muslim Student's association (MSA).

Responsibilities

- Ability to mentor kids 10-13 years old
- Find the proper Speakers for each age group by working with the youth Coordinator directly.
- Recruit and train older youth to work with mentees

Qualifications

- Friendly, outgoing and self-motivated
- Strong organizational and multi-tasking skills
- Excellent critical thinking and visual skills
- Demonstrate the ability to follow through the various on-going and newly assigned tasks
- Excellent oral and written communications skills
- Is able to work well under pressure

SELECTION PROCESS

Applicants should be contacted within five (5) business days of sending their complete applications. If an applicant is identified as a viable candidate for the program, an interview is scheduled. Candidates may be asked for additional documents to complement their applications prior to their interview.

QUESTIONS OR CONCERNS

For general inquiries, email Zeinab Elasiouty: youth@masdc.org.