

ECDC Center for African Refugees and Immigrants

INTERNSHIP – ORGANIZATIONAL CAPACITY BUILDING and NETWORK SERVICES (OCBNS)

The Center for African Refugees and Immigrants (CARI), promotes the well-being of the African refugees and immigrant community by providing organizational capacity-building and public education; and strengthening cross-cultural communication among different African communities. CARI is a division of the Ethiopian Community Development Council.

CARI is seeking an intern who will work with Program Staff to coordinate membership services for the African Resource Network—a national association of African community-based organizations. The intern will also work to develop and expand programs related to capacity building initiatives for African and other community-based organizations. This is an opportunity to learn more about issues facing community-based organizations as well as approaches for strengthening organizational performance. The intern will also gain experience in applying community development practices to the strengthening of African-run, community-based organizations serving and representing the growing African population in the United States.

RESPONSIBILITIES

- Conduct literature research in the areas of organizational development and capacity building (leadership development, management practices, human resources, financial management, community relations, etc.)
- Draft fact sheets, case studies, PowerPoint presentations, and other written materials related to the areas listed above.
- Market and receive application for the African Resource Network.
- Coordinate membership services, including managing membership dues, website maintenance, dissemination of information, scheduling of technical assistance and facilitating dialogue between and among ARN members.

REQUIRED SKILLS

- Must be at least a college junior in relevant discipline, Bachelor's degree preferred.
- Computer proficiency in Microsoft Word, Excel, Access, and Publisher.
- Excellent written and verbal communications skills.
- Interest in African refugee and immigrant issues.
- Interest in non-profit management a plus.
- Demonstrated interpersonal skills and ability to work with diverse groups and agencies.
- Excellent attention to detail.

TIME COMMITMENT

12 to 16 hours per week.

TO APPLY

Submit a cover letter outlining interest in the internship, career goals, and expectations for internship along with resume and writing sample via email to info@ecdccinternational.org, by fax at (703) 685-0529; or by mail at ECDC CARI, 901 S. Highland Street, Arlington, VA 22204. For the subject line, please indicate, CARI Internship - OCBNS. *Position is open until filled.*