

Intern Position for ICNA-NJ/WhyIslam

Locations: New Jersey

Language(s): English

Paid: Yes

Employer:

These positions are with the Helping Hand For Relief & Development (HHRD), an USA NGO (Tax Exempt ID: 31- 1628040) involved in international relief work including Orphan Sponsorship Program; Islamic Micro-Financing Program (new); Water For Life Program; Education Programs; Haiti Recuperation Efforts; etc.

Intern's Responsibilities:

- Intern will mainly be responsible for Marketing and Public Relation activities. His responsibility will include following:
- Assist in developing Plans, coordinating and executing advertisement/marketing campaigns. Contact media outlet and marketing agencies such as radio stations, Malls, Bill Board Companies, newspapers, online publications and other media outlets to get quotes;
- Assist in developing promotional documents, target marketing and community outreach for various events;
- Assist in planning and executing community outreach activities and Public Relations campaigns. Set up table/booth for community outreach;
- Assist in developing plan, compiling contents for newsletters/website and execute email marketing campaigns. Help in Managing website will be plus;
- Participate in Social media posting. Post at-least 10 messages per day on twitter and face book;
- Assist with creative development of fundraising appeals via mail, email and social media;
- Assist in general office support including packaging and mailings;
- Assist in preparing Excel spreadsheets and/or other database of pertinent information about the marketing and outreach efforts and to analyze various efforts being performed;
- Assist in event planning and execution of the plan;
- Assist in getting time for Road Show (presentation/fundraising) from Local Islamic centers during Ramadan. Contact local Islamic centers and other potential invitees (individuals, foundations, etc.) for fundraising program;
- Maintaining all records and data for fundraising events, including vendors, donations, etc.

Requirements:

A genuine commitment to Helping Hand USA's humanitarian principles and a general understanding of international current events;
Students 18 years of age or older; U.S. citizens or permanent residents;

Currently enrolled in High School or an accredited U.S. Undergraduate College or University or an accredited U.S. Graduate School;
Students who have been accepted into a college or university may also apply.

Stipend:

As such the stipend will vary for Interns based on their locations. Stipends should be considered far less important than the experience and guidance provided through the internship program.

In Kind Program Intern

Locations: All Locations mentioned on SIP Webpage

Language(s): English

Paid: Yes

Employer:

These positions are with the Helping Hand For Relief & Development (HHRD), an USA NGO (Tax Exempt ID: 31- 1628040) involved in international relief work including Orphan Sponsorship Program; Islamic Micro-Financing Program (new); Water For Life Program; Education Programs; Haiti Recuperation Efforts; etc.

Intern's Responsibilities:

- Learns the operations aspects of the In Kind Program and how In Kind department supports the regional operation.
- Assists In Kind Director in locating new donor companies and businesses
- Assist in daily In Kind activities and tasks
- Assist with promotion, target marketing and community outreach for In Kind drives
- General office support including mailings;
- Prepare Excel spreadsheets and/or other database
- Assist with creative development of In Kind drive appeals via mail, email and other media.
- Attend all the meetings and workshops requested by the mentor;
- Work on special projects as requested
- Create and distribute flyers to market for various HHRD projects & programs and fundraising events;
- Write at least one article in two months about some activities of HHRD;
- Contacting local Islamic centers, corporations, public officials and other potential invitees (individuals, foundations, etc.) for In Kind drives to be held before & during Ramadan.
- Coordinating and soliciting sponsorships for In Kind drives;
- Perform any other special duty or task that the mentor may assign...

Requirements:

A genuine commitment to Helping Hand USA's humanitarian principles and a general understanding of international current events;

Students 18 years of age or older; U.S. citizens or permanent residents;

Currently enrolled in High School or an accredited U.S. Undergraduate College or University or an accredited U.S. Graduate School;

Students who have been accepted into a college or university may also apply

Stipend:

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Information Management Intern

Locations: MI and NJ

Language(s): English

Paid: Yes

Employer:

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Intern's Responsibilities:

Assisting Information Manager in day to day network issues
Web Page review

Requirements

- Understanding and experience of installing, maintaining Windows 2008 Servers.
- Understanding and experience of installation and maintenance of Linux, Red Hat, or any other UNIX family servers.
- Good understanding of writing Transact SQL query scripts to update and edit the database records.
- Creating tables in the MS SQL Server 2008 database.
- Good understanding of writing MySQL query scripts.
- Dynamic Web pages development programming skills either in .net, or php or .cfm or any interface.
- Internet searching skills
- Good typing and data entry skills.

Requirements:

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Stipend:

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Accounting Department Intern

Locations: Southfield, MI

Language(s): English

Paid: Yes

Employer:

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The internship position will report directly to the Chief Financial Officer.

Intern's Responsibilities:

- Compiling and analyzing financial information
- Daily accounting entries related to accounts receivable
- Bank account reconciliations
- Make entries to update specific oversea programs in the accounting system.
- Maintaining and updating sales tax exemption certificates for all states and other state registrations
- Perform any other special duty or task that the mentor may assign.

Requirements:

A genuine commitment to Helping Hand USA's humanitarian principles and a general understanding of international current events;
Students 18 years of age or older; U.S. citizens or permanent residents;
Currently enrolled in an accredited U.S. Undergraduate College or University or an accredited U.S. Graduate School;
Student must be majoring in Accounting;
Must be able to work a minimum of 25 hours per week Monday-Friday;
Must be able to use Excel fluently;
Previous non-profit accounting experience is preferred.

Stipend:

As such the stipend will vary for Interns based on their locations. Stipends should be considered far less important than the experience and guidance provided through the internship program.

Event Planning Intern

Locations: All Locations mentioned on SIP Webpage

Language(s): English

Paid: Yes

Employer:

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Intern's Responsibilities:

- Assist with promotion, target marketing and community outreach for various events; general office support including mailings;
- Prepare Excel spreadsheets and/or other database to analyze various efforts done;
- Assist with creative development of fundraising appeals via mail, email and other media.
- Attend all the meetings and workshops that mentor will ask;
- Work on special projects as requested by mentor and/or executive council of HHRD;
- Create and distribute flyers to market for various HHRD projects & programs and fundraising events;
- Develop relationships with media within the community, including radio stations, newspapers, online publications and other media venues;
- Update database/media lists;
- Write at least one article in two months about some activities of HHRD;
- Contacting local Islamic centers, corporations, public officials and other potential invitees (individuals, foundations, etc.) for a large fundraising dinner to be held before & during Ramadan.
- Developing a database and enter all information
 - Contact data
 - Responses
- Maintaining all records and data for fundraising events, including vendors, donations, etc.
- Coordinating and soliciting sponsorships and advertisements for dinner journal;
- Perform any other special duty or task that the mentor and/or executive council of HHRD may assign...

The ideal candidate will be:

- Energetic and creative
- Strong oral and written communication skills;
- Ability to handle donor inquiries in a professional manner (good phone manners and inter-personal skills);
- Excellent organizational skills and the ability to excel at details, multi-tasking, and work under pressure;
- Database experience is preferred, but not required;

- Graphic design skills preferred, but not required;
- Experience in the use of software programs such as MS Word, PowerPoint, Excel and database programs....

Requirements:

A genuine commitment to Helping Hand USA's humanitarian principles and a general understanding of international current events;

Students 18 years of age or older; U.S. citizens or permanent residents;

Currently enrolled in High School or an accredited U.S. Undergraduate College or University or an accredited U.S. Graduate School;

Students who have been accepted into a college or university may also apply

Stipend:

As such the stipend will vary for Interns based on their locations. Stipends should be considered far less important than the experience and guidance provided through the internship program.

Orphan Sponsor Program/ General Help

Locations: MI

Language(s): English

Paid: Yes

Employer:

These positions are with the Helping Hand For Relief & Development (HHRD), an USA NGO (Tax Exempt ID: 31- 1628040) involved in international relief work including Orphan Sponsorship Program; Islamic Micro-Financing Program (new); Water For Life Program; Education Programs; Haiti Recuperation Efforts; etc

Intern's Responsibilities:

Job Description:

- Data entry for orphan related data in Helping Hand Information System Database (HHDIS)
- Contacting Emailing Donors of OSP Matching Gift Program
- Followup Emails to donors for renewal reminders
- Filling documentations for all OSP related matters
- Assisting in Orphan Sponsor Program related work
- Other tasks assigned by the management

Requirements:

A genuine commitment to Helping Hand USA's humanitarian principles and a general understanding of international current events;

Students 18 years of age or older; U.S. citizens or permanent residents;

Currently enrolled in High School or an accredited U.S. Undergraduate College or

University or an accredited U.S. Graduate School;

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Stipend:

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Human Resource Intern

Locations: MI

Language(s): English

Paid: Yes

Employer:

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Job Description: Assume a primary role in working with the facility HR Manager in developing and implementing HR policies, procedures, programs and standards. Takes the lead on various projects to support the HR function and improve employee relations at the facility. Will gain a strong understanding of the day to day responsibilities of an HR Manager.

Intern's Responsibilities:

- Learn the operations aspects of the facility and how HR supports the operation. Prepares and updates Job Descriptions of identified positions within the facility.
- Assists HR Manager in on-boarding new employees, conducting employee recognition events, developing new programs, and increasing employee communications within the facility.
- Working on Payroll
- Following up with Interns for paper work
- Coordinating weekly meetings.
- Managing Employee files.
- Assists with on-boarding, training, any employee relations issues, adaptation to culture, social activities and coordination of departure arrangements.
- Assist in daily HR activities and tasks.
- Performs other related duties as assigned.
- A genuine commitment to Helping Hand USA's humanitarian principles and a general
- Understanding of international current events;
- The ideal candidate will be energetic and creative;
- Strong oral and written communication skills;
- Attention to detail.
- Problem analysis and problem resolution.
- Excellent interpersonal and communication skills.
- High performance teams and a strong team player.
- Computer proficiency.
- Good attitude and willingness to learn new and different ways of work.
- Excellent organizational skills and the ability to excel at details, multi-tasking, and work under pressure;
- Experience in the use of software programs such as MS Word, PowerPoint and Excel.

Requirements:

A genuine commitment to Helping Hand USA's humanitarian principles and a general understanding of international current events;

Students 18 years of age or older; U.S. citizens or permanent residents;

Currently enrolled in High School or an accredited U.S. Undergraduate College or University or an accredited U.S. Graduate School;

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Stipend:

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Marketing and Public Relations Intern:

Locations: All Locations mentioned on SIP Webpage

Language(s): English

Paid: Yes

Employer:

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Intern's Responsibilities:

- Assist with promotion, target marketing and community outreach for various events; general office support including mailings;
- Prepare Excel spreadsheets and/or other database to analyze various efforts done;
- Assist with creative development of fundraising appeals via mail, email and other media. Attend all the meetings and workshops requested by the mentor;
- Work on special projects as requested;
- Create and distribute flyers to market for various HHRD projects & programs and fundraising events;
- Develop relationships with media within the community, including radio stations, newspapers, online publications and other media venues;
- Update database/media lists;
- Write at least one article in two months about some activities of HHRD;
- Contacting local Islamic centers, corporations, public officials and other potential invitees (individuals, foundations, etc.) for a large fundraising dinner to be held before & during Ramadan.
- Developing a database and enter all information
 - Contact data
 - Responses
- Maintaining all records and data for fundraising events, including vendors, donations, etc. Coordinating and soliciting sponsorships and advertisements for dinner journal;
- Perform any other special duty or task that the mentor and/or executive council of HHRD may assign...

The ideal candidate will be:

- Energetic and creative
- Strong oral and written communication skills;
- Ability to handle donor inquiries in a professional manner (good phone manners and inter-personal skills);
- Excellent organizational skills and the ability to excel at details, multi-tasking, and work under pressure;
- Database experience is preferred, but not required;
- Graphic design skills preferred, but not required;

- Experience in the use of software programs such as MS Word, PowerPoint, Excel and database programs....

Stipend:

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ICNA Social Justice Administrative Assistant

Location: Vienna, VA

Language(s): English

Paid: Yes

Employer:

These positions are with the Helping Hand For Relief & Development (HHRD), an USA NGO (Tax Exempt ID: 31- 1628040) involved in international relief work including Orphan Sponsorship Program; Islamic Micro-Financing Program (new); Water For Life Program; Education Programs; Haiti Recuperation Efforts; etc.

Description:

- Learns and effectively performs general office duties and completes projects with deadlines in an efficient manner
- Utilizes skills in word processing, data entry, database management, filing, meeting planning, and record-keeping to accomplish specific project tasks
- Responsible for performing data input on constituents in the organizations donor database
- Demonstrates an understanding of programs, services, events, information and other resources available
- Accurately and effectively represents the organizations mission
- Adheres to all privacy and confidentiality requirements
- Escalates complex issues to the appropriate knowledgeable resource
- Supports and collaborates with team members to achieve goals and outcomes related to the mission of the organization
- Performs other duties as assigned by supervisor
- Maintains a positive and professional work environment

Requirements:

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Students 18 years of age or older; U.S. citizens or permanent residents;

Currently enrolled in High School or an accredited U.S. Undergraduate College or University or an accredited U.S. Graduate School;

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HHRD Programs Intern

Locations:

Houston, Texas

Language(s):

English

Number of Position:

Two (2)

Full-Time 40 Hours/Week

Employer:

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Intern's Responsibilities:**Job Description:**

- Coordinate with overseas country offices of HHRD to get reports, updates, success stories, photos, videos, etc. of all the different programs & projects of HHRD;
- Interact with donors to report back to them
- Help in the production of marketing materials for the various Programs of HHRD
- Taking minutes of meetings of the various Programs
- Other tasks assigned by the management

Requirements:

A genuine commitment to Helping Hand USA's humanitarian principles and a general understanding of international current events; Students 18 years of age or older; U.S. citizens or permanent residents; Currently enrolled in High School or an accredited U.S. Undergraduate College or University or an accredited U.S. Graduate School; Students who have been accepted into a college or university may also apply.

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