



Armenian National Committee – Glendale Chapter Internship Program

Q1. What is the ANC-Glendale Chapter Internship Program?

A: The ANC-Glendale Chapter Internship Program (ANCGIP) is a part time, leadership training program, which introduces high school and college students to the public affairs arena. The Program provides an opportunity for student leaders and activists to gain an in-depth understanding of Armenian American issues as well as advocacy efforts on the local level.

Q2. Who is eligible for the ANC-Glendale Internship Program?

A: The program is open to high school juniors/seniors and college students as well as recent college graduates interested in sharing knowledge and gaining a broader understanding of and contributing to the ANC-Glendale Chapter's vision and mission.

Q3. What projects or assignments are available?

A: Interns have an opportunity to submit their own project proposals with measurable outcomes. However, ANC-Glendale Chapter has the following internships available as well:

- **Administration and Development** – A great opportunity for a student in business interested in learning the "nuts & bolts" of a public affairs organization. The Administrative and Development Assistant intern handles office organization, phone communication and administrative tasks, as well as supporting the board in development initiatives. A motivated intern will learn the mechanics of operating a public affairs organization.
- **Public and Media Relations** – Interns will learn how to and be responsible for generating press (both print and broadcast) and promoting Armenian National Committee work among policy makers and the public. An interest in press work and/or marketing is a plus. Strong writing and computer skills are required.
- **Government Affairs** – Applicants should have an introductory knowledge of local politics and strong computer skills. Additionally, applicants should be confident public speakers with professional attitudes as well as good self-motivation, and should be seeking coalition-building skills. Interns will work with the local office in maintaining relations with governmental offices and pursuing Armenian National Committee policy initiatives.
- **Community Affairs** – Interns will work to maintain relations with the Armenian-American community, civic leaders, and representatives from community based organizations. Moreover, candidates will define, develop and administer community education and mitigation programs through a series of "good neighbor" activities (i.e., Community outreach, Community forums, Job training, Civic participation, Low income and affordable housing,) for the Armenian American community in the City of Glendale. All functions are designed to increase public awareness and understanding of ANCG, its projects and policies, and to promote goodwill. This internship is a great opportunity for students with a background in the social sciences. Background in campus or community organizing a plus.
- **Special Events/Fundraising** – Interns will identify, plan and host funding opportunities and social functions, develop materials that effectively express ANCG's economic needs and the needs of the Armenian-American Community.



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Q4. How will the internship benefit me?

A: Interns will contribute to shaping policies and processes that impact the Armenian American community in Glendale. In addition to networking with other leaders, candidates participate in weekly lecture series and workshops featuring ANC leadership, specialist from the community and government officials. Moreover, joint projects and individual assignments will allow interns to develop communication and presentation skills, build and maintain a wide network, and exercise management and teamwork.

Q5. What is ANC-Glendale's vision and mission?

A: The Armenian National Committee – Glendale Chapter defends the rights, advances the interests, and promotes the well being of the city's Armenian American community.

ANC-Glendale advocates for the social, economic, cultural, and political rights of the city's Armenian American community and promotes increased civic participation at the grassroots and public policy levels.

Q6. When can I apply for the internship program?

A: Applications for the 2011 Fall Session of the ANCGIP are available through September 2, 2011

Q7. Where will the ANC-Glendale Internship be located?

A: The 2011 Fall Session Internship Program assignments will be located at the ANC-Glendale Chapter offices, 211 W. Chestnut St., Suite 302, Glendale, CA 91204.

Q8. How do I apply?

A: The application package must contain a completed application, resume, two reference letters and a personal statement. Additional information is available at www.ancglendale.org.

Deadline to submit applications: Friday, September 2, 2011