

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.

Please submit your application along with a coverletter to jobs@whyislam.org