

# Event Planning Intern

Locations: New Jersey, Michigan, Illinois, Texas

Language(s): English

Start date: June 28<sup>th</sup>, 2010

End date: August 27<sup>th</sup>, 2010

Last day to apply: June 6<sup>th</sup>, 2010

Last updated: May 18<sup>th</sup>, 2010

Paid or Unpaid: Paid

## 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:

- 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...

## Requirements:

- A genuine commitment to Helping Hand USA's humanitarian principles and a general understanding of international current events;
- Students 16 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;
- 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:**

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.

# Human Recourse Intern

Locations: Detroit, Michigan

Language(s): English

Start date: June 28<sup>th</sup>, 2010

End date: August 27<sup>th</sup>, 2010

Last day to apply: June 6<sup>th</sup>, 2010

Last updated: May 18<sup>th</sup>, 2010

Paid or Unpaid: Paid

## 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.

## Job Description:

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:

- Performs research, designs and develops solutions to assigned projects and tasks related to the HR function.
- Learns 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.
- Group leader for all interns at the facility.
- Assists with on-boarding, training, any employee relations issues, adaptation to culture, social activities and coordination of departure arrangements.
- Designs, develops and tests and/or sources and cost-justifies various tools, software and equipment for recommended HR methods.
- Performs product/process analysis for current HR processes and procedures. Suggests potential alternatives to improve efficiency and timeliness.
- Represents Human Resources on cross-functional teams when assigned.
- Performs other related duties as assigned.

## Requirements:

- A genuine commitment to Helping Hand USA's humanitarian principles and a general understanding of international current events;
- Students 16 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;
- 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.

**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.

# Marketing and Public Relations Intern:

Locations: Texas

Language(s): English

Start date: June 28<sup>th</sup>, 2010

End date: August 27<sup>th</sup>, 2010

Last day to apply: June 6<sup>th</sup>, 2010

Last updated: May 18<sup>th</sup>, 2010

Paid or Unpaid: Paid

## 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:

- 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...
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## Requirements:

- A genuine commitment to Helping Hand USA's humanitarian principles and a general understanding of international current events;
- Students 16 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;
- 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:**

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.

## **Journalism Intern:**

Locations: Somerset, NJ

Language(s): English

Start date: June 28<sup>th</sup>, 2010

End date: August 27<sup>th</sup>, 2010

Last day to apply: June 6<sup>th</sup>, 2010

Last updated: May 18<sup>th</sup>, 2010

Paid or Unpaid: Paid

### **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:**

- Assist the Editor-in-Chief
- Establish The Message News Bureaus Nationwide
- Prepare list of religion editors of newspapers, TV, radios & online media outlets
- Compile "About Us" section of the website
- Conduct study of top three Muslim and main stream magazines & document various enhancements in the categories of design and content for The Message magazine
- Revise media handbook
- Assisting HHRD with the Message Magazine articles for the coming issue

### **Requirements:**

- Pursuing a Bachelors degree in English, Journalism, or Communications
- Students 16 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;
- A strong background in writing and proofreading
- Detailed-oriented, highly organized, able to meet deadlines
- Passionate about inspiring and encouraging the youth
- 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;

### **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 Intern:**

Locations: Detroit, MI

Language(s): English

Start date: June 28<sup>th</sup>, 2010

End date: August 27<sup>th</sup>, 2010

Last day to apply: June 6<sup>th</sup>, 2010

Last updated: May 18<sup>th</sup>, 2010

Paid or Unpaid: Paid

**Overview:** The Orphan Support Program (OSP) of Helping Hand USA helps in identifying the families in needy situations. It focuses on assisting children who have lost their parents or/and guardians and enables them to fit into the society morally, spiritually and mentally. The children are taken to schools while the older ones are taken to vocational training institutes, thus making them into productive members of the society.

### **Responsibilities:**

- Problem solving with Automated Subscriptions
- Donation settlements as received in database
- Assignment of Orphans based on donor request
- Creating Orphan Profiles in its entirety
- Any Orphans Sponsor Program related task
- Attending meeting pertaining to the program.

### **Requirements:**

- Students 16 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;
- A genuine commitment to Helping Hand USA's humanitarian principles and a general understanding of international current events.
- Excellent attention to detail and proofreading ability.
- Ability to work independently and with limited supervision.
- Database experience is preferable.
- Initiative and confidence to ask questions in a fast-paced work environment.
- Excellent oral and written communication skills.
- Ability to handle donor inquiries in a professional manner.

### **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.