



TAF INTERNSHIP PROGRAM

Internship Area Descriptions (2009 – 2010)

Program Overview

TransAfrica Forum's Internship Program provides students with an opportunity to study the formulation and implementation of U.S. foreign policy from unique vantage points.

Specific Objectives

- Interns will gain first-hand knowledge of the past and current work of TransAfrica Forum and its institutional priorities as the leading U.S. advocacy organization for Africa and the African Diaspora in U.S. foreign policy.
- Interns will obtain on-the-job experience that advances their individual career goals and current TAF priorities, and culminates in measurable outcomes.
- Interns will expand their knowledge of the policy world of Washington D.C, and their networks in the fields of social justice and advocacy, through lectures and briefings, training programs, and other special events, such as tours and networking receptions.

General Requirements

Applications for an internship at TransAfrica Forum are accepted on a rolling basis. Students are selected based on their individual interests and background in conjunction with organizational needs. Interns must spend a minimum of 16 hours per week at TransAfrica Forum during the academic year. A minimum of 24 hours per week is required in the summer.

Internship opportunities at TransAfrica Forum are offered to students, activists and professionals at all levels with an interest in progressive politics, policy, or social change work.

Most students arrange to receive academic credit as well as financial assistance from their educational institutions for their internship period. There are no paid internship positions. Pre-approved work-related expenses, however, will be reimbursed. Students are strongly encouraged to secure adequate financial support and housing for their stay in Washington prior to acceptance of a position and arrival at TransAfrica Forum.

The internship application form, internship area descriptions and important dates are available on the TransAfrica Forum website. For any additional information related to the internship program, please contact Mwiza Munthali at mmunthali@transafricaforum.org or 202-223-1960, ext.137.

Internship Area Descriptions

1. POLICY RESEARCH & ADVOCACY INTERNS

Interns at the Policy Department at TransAfrica Forum are offered the opportunity to conduct policy work related current issues related to the African continent, or Latin American and the Caribbean. Interns undergo separate selection processes for the Africa Policy Program and the Latin America and Caribbean Policy Program.

Major Responsibilities:

- Provide support on a variety of legislative activities including monitoring bills and attending hearings and markups
- Research and write fact sheets and other materials for distribution on Capitol Hill. Assist with lobbying by making whip calls to congressional offices.
- Maintain congressional database and provide other administrative assistance as needed.
- Undertake policy related research projects
- Help to prepare campaign materials and respond to materials requests
- Attend coalition, team and full staff meetings
- Write action alerts, draft letters-to-the-editor and assist with other grassroots organizing on key votes as required

Qualifications for Africa Policy Program:

- Bachelor's degree (although juniors and senior undergraduate students with demonstrated interest and experience in Africa related issues will be considered).
- Experience or interest in policy and economic issues, progressive politics, or social change work (previous campaign experience a plus but not required)
- Superb oral, written and research skills, including the ability to write clearly and succinctly and translate complex issues into layman's terms.
- Flexibility and willingness to work long hours if needed.
- Computer skills, particularly Microsoft Office.
- Working knowledge of French, Kiswahili, Portuguese or Arabic preferred but not required.
- Excellent attention to detail & follow-through

Qualifications for Latin America and Caribbean Policy Program:

- Bachelor's degree (although juniors and senior undergraduate students with demonstrated interest and experience in Latin America/Caribbean related issues will be considered). Graduate work a plus.
- Advanced proficiency in Spanish required (Fluency preferred); Advanced Proficiency in Portuguese and/or Creole a plus.
- Experience or interest in policy and economic issues, progressive politics, or social change work (previous campaign experience a plus but not required)
- Superb oral, written and research skills, including the ability to write clearly and succinctly and translate complex issues into layman's terms.
- Flexibility and willingness to work long hours if needed.
- Computer skills, particularly Microsoft Office (emphasis on Spanish word processing and internet research skills)
- Overseas travel experience preferred.
- Excellent attention to detail & follow-through

Duration:

10 to 12 weeks, minimum 32 hours per week

Compensation:

This volunteer internship is unpaid but support for Internship Course/Credit offered. Work-related expenses reimbursed.

2. DEVELOPMENT INTERN

Students who intern at the Development Office are offered the opportunity to acquire highly marketable fundraising and fund development skills that are needed by nonprofit organizations in all arenas. Unlike other TransAfrica Forum internships, Development Internships focus on organizational fund development rather than the American foreign policy process.

The Development Office of TransAfrica Forum is primarily responsible for securing the funds required to support the organization's program budgets. It is also charged with promoting the activities and services of TransAfrica Forum and expanding the overall base of supporters.

Associate activities may include:

- Assist in organizing fundraising events
- Provide support for TransAfrica Forum's direct mail program
- Assist in building and maintaining foundation and donor database
- Correspond with current and potential donors
- Assist with compliance with charitable solicitation regulations
- Assist in researching foundation prospects and submitting grant proposals
- Assist in developing and implementing information management systems
- Assist with other fundraising activities
- Help write grant proposals, donor reports, letters, and annual reports

3. LIBRARY INTERN

The centerpiece of TransAfrica Forum's education and outreach programs is the Arthur R. Ashe, Jr. Foreign Policy Library, dedicated in June 1993 to the memory of our late Board member. With more than 6,000 publications, audio and video cassettes, the Ashe Library is the only library of its kind in the United States, with a focus on the political and social affairs of Africa and the Caribbean. In our increasingly interdependent global economy, accurate and balanced information about Africa, Latin America, and the Caribbean is essential not only to the education of Americans, but to the quality of American diplomacy towards those regions as well.

The Arthur R. Ashe, Jr. Foreign Policy Library provides opportunities for greater awareness of the forces shaping the African World today, including programs such as the African World Visions Film Series, the Readers' Corner, the Writers' Corner, the Viewpoint Lecture Series, as well as other lectures, regional forums, and educational events.

Interns in the Ashe Library will be involved in:

- Library tasks (shelving, filing, keeping statistics)
- Assisting with processing of new and archival materials (noting invoices, labeling, filing shelf lists cards, stamping, etc.)
- Developing and preparing publications, service and program flyers, etc.
- Developing, updating, and maintaining/weeding library research files
- Researching and developing comprehensive bibliographies of library materials in response to patron requests
- Conducting independent research on topics of interest that address patrons' needs/requests
- Locating resources at other institutions (Library of Congress, DC public and local university libraries, etc.)
- computer support (designing/re-formatting online-generated and in-house documents)
- Serving on advisory committees to address/implement library programs, service issues and projects (e.g. The Readers' Corner book club committee, film festivals committee, etc.)
- Assisting in the organization and implementation of library programs, films, and educational events

4. COMMUNICATIONS & MEDIA INTERN

Interns in our Communications and Media department work at propagating information about TransAfrica Forum's work and the work of allied organizations through various media and communications outlets. Interns assist our Communications consultant with outreach to local, national, and international media to increase public awareness about U.S. policy toward the African World and to support our campaign efforts to change policy.

Communication Interns should be effective writers and communicators. Responsibilities may include:

- Writing, editing, and proofreading press releases, statements, and media advisories
- Developing new media contacts and developing and updating media databases
- Monitoring press coverage of Africa and its Diaspora
- Help with press conferences and communications for events
- Producing press packets and other materials for the media and key constituents

- Keep apprised of news items in the mainstream press, as well as alternative/progressive and Black, African, and other ethnic media

5. PUBLIC AFFAIRS INTERN

The Public Affairs department coordinates public education programs which raise awareness on various issues affecting the African World. A critical part of Public Affairs' work is coordinating public advocacy campaigns. The department also interprets issues for the public and assists in issue framing which is a central part of movement building. The department also assists with development, chapter development and oversees electronic and print publications.

Public Affairs Interns help write and produce publications, including:

- Our flagship publication the *Globalization Monitor*, an authoritative journal analyzing international financial institutions, multinational corporations, and their impact on the African World
- *Ubuntu*, our semi-annual newsletter
- Periodic briefing papers, reports, and public education materials

Interns participate in a variety of tasks, including:

- Creating and maintaining contact databases of partners: contacting universities, colleges and community and grassroots groups and NGOs both in the United States and abroad
- Assisting in planning speaking tours
- Supporting outreach for TransAfrica Forum's annual fundraising dinner and foreign policy conferences
- Supporting publicity and marketing efforts online and in the community and maintaining contact with our supporters
- Supporting distribution of information and outreach around our advocacy campaigns
- Developing educational materials and visual media for distribution and for use in our education and outreach activities and website
- Assisting in coordinating logistics for conferences, fundraisers, and events: including booking hotel facilities, making travel arrangements, securing venue location, sending out invitations, and helping with on-site coordination
- Assisting with policy research and attending policy meetings and events and taking notes
- Relationship building and outreach to TransAfrica Forum's base of supporters, board members, and other allies
- Assisting with other general office-related tasks, office management, and administrative assistance
- Assist with mailings, data entry, donation processing and acknowledgments, and other correspondence
- Updating and maintaining files

6. HUMAN RESOURCES/GENERAL OPERATIONS INTERN

The Administrative department coordinates the day-to-day operations of TransAfrica forum that maintain the organization's internal structure as well as operational relationships with outside vendors and institutions. The department also assists with the development and implementation of internal guidelines around finance, conflict resolution and general operations.

Interns should come with some experience, or strong interest, in human resources, management and administrative assistance. Human Resources/General Operations Interns will participate in a variety of tasks, including:

- Creating and maintaining relationships with outside vendors
- Assisting human resource staff in the development and implementation of internal policies and guidelines
- Assist operational staff with relationships with outside insurance, pension and banking institutions
- Updating and maintaining files
- Learning about maintenance of relationships with other bodies integral to TAF (including Board of Directors, Scholar's council etc.)
- General administrative upkeep as needed

7. LEGAL INTERN

The Legal Intern will work closely with the office of the Executive Director. Interns must commit to at least 16 hours per week during the semester, and should be in their second or third year of law school, or a law school graduate. TransAfrica Forum encourages and assists legal interns to write publishable pieces on areas of TAF's work.

Interns should come with excellent written advocacy skills, a high degree of motivation and initiative, and an ability to work independently. Legal Interns will participate in a variety of tasks, including:

- Substantive human rights work, including legal research and writing, as well as preparing human rights reports;
- Non profit corporate legal tasks; and
- Advocacy projects, including planning and implementing organizing campaigns.