



VOLUNTEER PROGRAM

TransAfrica Forum is a research, education, and advocacy center dedicated to global justice for the African World. A center for activism focusing on conditions in Africa, the Caribbean, and Latin America, TransAfrica sponsors seminars, community awareness projects and training programs. These activities help promote alternative perspectives on the economic, political, and moral ramifications of U.S. foreign policy. The primary purpose of the volunteer program at TransAfrica Forum is to provide the public with an opportunity to support the mission of TransAfrica Forum. Volunteers provide support for TransAfrica Forum's various projects.

VOLUNTEER OPPORTUNITIES

Supporter and donor outreach, and policy analysis are a major part of the work at TransAfrica Forum. Volunteer assistance is always welcomed for such tasks. Volunteers may be asked to accept total or partial responsibility for addressing tasks, depending on time constraints, interest and abilities.

- developing mailing and resource lists
- routine clerical tasks (inputting data, photocopying, assembling/filing folders, papers)
- research support for various TransAfrica Forum projects
- document translation (English/Spanish)
- completing donor campaign tasks (inputting data, addressing, stuffing, stamping, delivering, etc.)
- assisting in program administration and implementation (annual meetings, dignitary meetings and seminars, receptions, conferences, library programs)
- assisting in organization of public information activities (demonstrations, rallies, educational campaigns)
- telephone tasks (confirming meeting/conference attendance, supporter/donor follow-up)
- recording information for administrative staff (telephone responses, donations, other lists)
- assisting in the development of grant proposals or follow-up

ARTHUR R. ASHE, JR. FOREIGN POLICY LIBRARY

In addition to the tasks needed by the parent organization, the Ashe Library has more library maintenance and support tasks for volunteers.

- routine tasks (shelving, filing, keeping statistics)
- assisting with processing of new and archival materials
- developing and preparing publications, service and program flyers, etc.
- developing, updating, maintaining/weeding library research files
- researching, developing, and formatting comprehensive bibliographies of library materials in response to patron requests
- conducting independent research on topics of interests that will address patrons needs/requests
- locating resources from other locations (Library of Congress, DC Public, local university libraries, etc.)
- computer support (designing/re-formatting online-generated and in-house documents)
- serving on advisory committees to address/implement library programmatic and service issues, services, programs and projects (e.g. *The Readers' Corner* book club committee, African and Caribbean film festivals committees, etc committee, etc.)

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To volunteer send a resume to Mwiza Munthali, Public Outreach Director, TransAfrica Forum, 1629 K Street, NW Washington, DC 20006 or call 202.223.1960 Ext. 137 or fax 202.223.1966 or email info@transafricaforum.org.

