



## **SOMALI FAMILY CARE NETWORK**

### **INTERNSHIP OPPORTUNITY**

#### **DUTIES:**

The Intern will be responsible for conducting research on various issues affecting the Somali refugee and immigrant community in the United States. Additional responsibilities include identifying and posting content of interest to the Somali community onto SFCN's website and other social media outlets and general administrative duties. The work schedule is flexible but must total between 15-20 hours per week.

**START DATE:** January 2012

#### **DESCRIPTION OF DUTIES**

- Conduct research on various issues affecting the Somali refugee community and compile information accordingly
- Provide administrative support to SFCN staff as needed
- Assist with grant proposal research
- Update SFCN website and social media outlets
- Provide planning and logistical support for trainings, workshops, and other activities
- Other duties as assigned

#### **QUALIFICATIONS**

1. Student pursuing undergraduate or graduate degree with one or more of the following interests: community organizing and development, nonprofit management, immigration and refugee issues and general knowledge about the Horn of Africa
2. Prior experience in an administrative position with refugee/immigrant communities preferred
3. Strong writing, research and communication skills
4. Computer proficient; excellent internet research skills
5. Ability to work independently and as part of a small team
6. Ability to work without supervision.
7. Knowledge of website design preferred.

**NB: This is an unpaid position.**

Please send a cover letter and resume to [info@somalifamily.org](mailto:info@somalifamily.org). Please call 703.560.0005 if you have any questions. Deadline for applications is **December 31, 2011**.