



## Armenian National Committee of America-Western Region

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### Internship Program

**Monday, January 24, 2011** • The Armenian National Committee of America-Western Region (ANCA-WR) is now accepting applications for the 2011 Summer Session of its Internship Program (IP).

#### **Why Participate in the ANCA-WR IP?**

**This is a *selective* and *intensive*, ten week program that features:**

- a weekly lecture series featuring community leaders, specialists, and government officials
- joint projects with fellow interns as well as an individual, session project
- an in-depth introduction to the ANCA-WR, its mission, goals, and the organization
- networking with fellow ANCA-WR activists, leadership, and friends

**Participants will:**

- gain *confidence and pride* through independent accomplishment
- expand communication and presentation skills
- exercise management and teamwork skills
- make *connections* with individuals in government affairs, public service, and public relations
- increase their knowledge of the political arena and advocacy techniques

#### **PROGRAM COMPONENTS**

##### ***Internship Specializations and Session Projects***

The ANCA-WR has over a dozen work area group specializations. Participants will be assigned to two areas of specialization. See the next page for a complete listing of work area groups to which interns may be assigned.

As interns within these areas of specialization, they will be assigned short-term and long-term projects to be completed during the course of the session. The ANCA-WR IP Coordinator works with program participants to provide regular oversight and feedback regarding project progress.

##### ***Lecture Series, Workshops, Media Review Seminars, and Special Events***

Every week the ANCA-WR IP participants will attend a lecture series or workshop, partake in a media review seminar, or take part in a special event throughout the course of the program.

The lecture series is designed to introduce participants to the ANCA-WR and the environment in which it operates its accomplishments, and educate them on issues of concern to the community.

The workshops are designed to teach participants practical, general professional skills, and community organizing.

The media review seminar is designed to provide an interactive environment in which they may explore issues covered in the press and analyze the impact on issues advocated by the ANCA-WR (i.e. understanding Armenian American issues in the broader scope of the world stage).

During the course of the session, the ANCA-WR IP participants will have the opportunity to partake in various special events and programs ranging from attending conferences and ANCA-WR events to visiting media offices and joining ANCA-WR staff for meetings with public officials.

##### ***Weekly Meetings***

Each week the IP coordinator will meet with the interns and externs to discuss the progress on their individual and group projects as well as goals for each in the coming week. Additionally, ANCA-WR IP participants will blog regularly about their experience in the program as well as Armenian American advocacy issues.

##### ***Final Presentation and Closing Reception***

Each program participant will summarize his/her experience in the program by preparing a presentation regarding his/her projects and accomplishments as an ANCA-WR IP participant. The closing reception is attended by the ANCA-WR Board of Directors and staff, former interns, and the local ANCA-WR chapter leadership.



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#### **Work Area Group Specializations**

The ANCA-WR will be accepting a few, highly qualified individuals to work within the Western Region office on high priority projects integral to the operations, resources, and outreach of its Armenian American advocacy efforts. Applicants will be placed in one of the following areas of specialization:

- Armenian Community Relations** – focuses on building relationships between the ANCA-WR and other Armenian American community organizations throughout the western 19 states.
- California State Affairs** – addresses Armenian American legislative and policy agendas at the state level within California. It does so through meetings with state legislators and other state public officials as well as the publication of briefing materials related to the issues.
- Community Relations** – focuses on building relationships between the ANCA-WR and community organizations throughout the western 19 states.
- Elections** – analyzes election races at the regional, state, and federal levels throughout the western 19 states.
- Fellows Program** – is dedicated to advancing the academic research regarding Armenian American issues.
- Fundraising** – is the resource development unit of the ANCA-WR responsible for supporting the programs and projects of the various work area groups and ad hoc initiatives.
- Professional Network** – dedicated to networking young professionals as well as promoting greater awareness of Armenian American issues and civic engagement.



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#### PROGRAM DETAILS

The ANCA-WR IP's 2011 Summer Session begins **Monday, June 13, 2011** and ends **Friday, August 19, 2011**. It will feature a weekly lecture series and meetings, joint projects, as well as networking events for the interns and externs. Program participants will deliver presentations on their individual projects outlining their accomplishments and progress over the course of the session. The ANCA-WR IP operates out of the ANCA-WR office in Glendale, CA.

Participants must also complete a minimum of 15 hours, per week, in the process of their successful completion of the program. In doing so, participants may receive school credit.

For more information about the 2011 Summer Session of the ANCA-WR IP and housing availability for program participants, please e-mail the Program Coordinator at [internship@ancawr.org](mailto:internship@ancawr.org) or you may call (818) 500-1918.

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#### APPLICATION INSTRUCTIONS

1. Please be sure that all portions of this application are completed and returned to the ANCA-WR offices in a timely fashion. All application materials, including letters of recommendation, must be postmarked by **Friday, May 27, 2011**. All application materials must be mailed to:

**Armenian National Committee of America-Western Region  
Internship Program – 2011 Summer Session  
104 North Belmont Street, Suite 200  
Glendale, California 91206**

2. You will receive an e-mail confirmation by regarding the receipt of your application. Please note that the confirmation may include comments regarding the completeness of your application. Your application will not be regarded as complete until the office receives all materials, including your letters of recommendation. Only complete applications will be considered.
3. Interviews will be scheduled with applicants and will take place starting May 31st. Applicants must complete the interview in order to be selected for the program.
4. Address questions to the Program Coordinator at (818) 500-1918 or [internship@ancawr.org](mailto:internship@ancawr.org).

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#### APPLICATION CHECKLIST

Remember to submit the following, postmarked by the **Friday, May 27th** deadline:

- a completed **APPLICATION FORM** *that*
- includes your most current **RESUME** with the requested information included *and*
- includes your **PERSONAL STATEMENT**
- Have you also ensured that your recommender has mailed his or her letter of recommendation along with the completed **RECOMMENDATION FORM** by the deadline?



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#### APPLICATION FORM

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

MALE  FEMALE

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

I HEARD ABOUT THE ANCA-WR  
INTERNSHIP PROGRAM THROUGH: \_\_\_\_\_

**WORK AREA GROUP SPECIALIZATIONS:** Please select the rank order your preferences the areas of specialization that most interest you. This will be taken into consideration when evaluating your application and aid in, but not solely determine your placement within the program. A ranking of 1 indicates your highest priority.

- |   |   |
|---|---|
| <input type="checkbox"/> Armenian Community Relations | <input type="checkbox"/> California State Affairs |
| <input type="checkbox"/> Community Relations          | <input type="checkbox"/> Elections                |
| <input type="checkbox"/> Fellows Program              | <input type="checkbox"/> Fundraising              |
| <input type="checkbox"/> Professional Network         |   |

**RESUME:** Please attach to the completed application form, your most current resume. This resume should be no more than two, 8.5"x11" pages in length. Be sure the resume includes:

- ❖ Outline your complete secondary and post-secondary educational background – Including majors/minors, years attended and GPA earned.
- ❖ Outline your employment history and professional experience – including names of employers and their addresses, dates employed, positions held, and responsibilities for each.
- ❖ List any honors or awards you have earned – include the name of the award, name of the granting agency, and year received for each.
- ❖ Your participation in or affiliation with professional and Armenian community organizations – include the name of the organization, position(s) held, and dates of membership.
- ❖ List any relevant skills and interests (e.g. computer skills, etc.).
- ❖ List the languages in which you can communicate and your proficiency in each (speak, read, write).

**PERSONAL STATEMENT:** Please write a brief statement on why you would like to be a participant in the ANCA-WR Internship Program. Please note that your statement should discuss issues and facts, which have not been provided anywhere else in this application, while taking into consideration the following questions:

- Why have you selected your highest ranked **WORK AREA GROUP SPECIALIZATIONS** indicated above?
- What do you hope to learn during your participation in the program?
- How will you use your acquired skills and ideas, upon your return, in your own community?

Your personal statement should be no more than two, typed, 8.5"x11" pages. Please include your name, address, and the name of the educational institution in which you are enrolled on each page. Your personal statement should be attached to the completed application form at the time of submission.

**LETTERS OF RECOMMENDATION:** Please submit at least one letter of recommendation from an individual, not related to you, with definite knowledge of your abilities and qualifications. The letter should be accompanied by the enclosed recommendation form and submitted to the ANCA-WR by the recommender directly, or be included in your application packet. All recommendation materials must be postmarked by **Friday, May 27, 2011**.



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#### RECOMENDATION FORM

##### RECOMMENDATION FORM

APPLICANT NAME: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_  
E-MAIL: \_\_\_\_\_

RECOMMENDER NAME: \_\_\_\_\_  
How long have you known the applicant? \_\_\_\_\_  
In what capacity have you known the applicant? \_\_\_\_\_

Dear Recommender,

The above named applicant has applied for the Armenian National Committee of America-Western Region Internship Program. Your thoughts and recommendation will assist the selection committee in determining the applicant's capabilities and eligibility for this selective public affairs program.

##### PLEASE RETURN THIS FORM AND YOUR LETTER OF RECOMMENDATION TO:

Armenian National Committee of America-Western Region  
Internship Program – 2011 Summer Session  
104 North Belmont Street, Suite 200  
Glendale, California 91206

**DEADLINE:** All application materials, including letters of recommendation must be postmarked by **Friday, May 27th**.