

Internship Program 2013

Office on African Affairs

Executive Office of Mayor Vincent C. Gray
Government of the District of Columbia

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Government of the District of Columbia
Vincent C. Gray, Mayor



District of Columbia
Mayor's Office on African Affairs
Ngozi Nmezi, Director

INTERNSHIP PROGRAM 2013

DC Mayor's Office on African Affairs (OAA)

OAA OVERVIEW

Vision -The Mayor's Office on African Affairs (OAA) envisions the District of Columbia as a community that thrives on the full engagement of its ethnically, linguistically and socially diverse residents. OAA recognizes the extraordinary diversity of District's African immigrant communities. Therefore, it is the goal of the OAA to ensure that initiatives, information, programs, services, and unique opportunities reach all facets of the District's diverse ethnic African communities. In doing so, we aim to empower the African immigrant communities with knowledge and useful resources by facilitating culturally appropriate programmatic activities, and effecting targeted outreach strategies.

Mission - The mission of the Mayor's Office on African Affairs (OAA) is to ensure that the full range of health, education, employment, social services, safety, business and economic development information, services and opportunities are accessible to the District's African immigrant communities. By serving as the liaison between the District's African immigrant communities, District government agencies and the Mayor, OAA aims to:

- 1) Improve the quality of life of the District's diverse African born constituencies and their children;
- 2) Increase civic and public engagement in the District's African immigrant communities; and
- 3) Support community development.

We pride ourselves on working with all levels of the District government, Federal government, community based organizations, faith based organizations, and the private sector to ensure a continuous delivery and access to pertinent information and services to District's African communities. Specifically, OAA organizes and facilitates programs on public safety, human rights, economic development, employment, social services, public health, education, and cultural awareness, preservation and development.

Core Values:

- **Advocacy:** OAA is committed to ensuring that the District meets the diverse needs of the African immigrant communities. As such, we advise Mayor Vincent C. Gray and District government agencies about the specific needs, and interests affecting the African immigrant communities in the District of Columbia.
- **Quality Customer Service:** OAA exhibits compassion and professionalism in all our interactions. We listen critically to constituents' concerns; facilitate extensive intra-agency coordination, and work to resolve these cases in an effective, efficient, and professional manner.
- **Collaboration:** OAA works proactively with DC government agencies, Federal government agencies, the private sector, community based organizations, faith-based organizations, cultural groups, and ethnic media to build effective partnerships towards achieving our vision, mission and goals.



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- **Innovation:** OAA continuously seeks to enhance the quality and impact of our programs, office initiatives and internal processes with consistent monitoring, evaluation, and effective use of communication tools to reach out and better serve the African communities in the District.
- **Inclusiveness:** OAA strives to continuously involve our constituents through feedback, community and town hall meetings, and solicit suggestions on how to better serve the community. This includes, but is not limited to suggestions and recommendations about government programs, services, and office initiatives.
- **Diversity:** OAA recognizes and celebrates the District's rich ethnical, multicultural, and linguistically diverse African immigrant communities.

PROGRAM DESCRIPTION

OAA's internship program offers a wide variety of work opportunities for undergraduate and graduate students, as well as young professionals who are seeking to engage in public service and serve the District's diverse African communities. Each year, OAA recruits dynamic interns who represent the diversity of its constituent base to support the work of the agency. At OAA, interns have an opportunity to be involved in many aspects of the agency's day-to-day work, participate in the implementation of program activities, and provide support to the staff. As such, OAA interns share responsibilities for administrative tasks - beyond their unique work areas - to keep the office running smoothly and to ensure quality program support.

OAA internships are unpaid unless otherwise noted. The duration of internships is between 4 months to a year. Internships may be extended depending on mutual agreement between OAA and the intern. Interns are required to commit to a minimum of 30 hours a week to be considered for the program.

INTERNSHIP POSITIONS

OAA is currently recruiting for 5 different internship positions, each of which entail specialized skills and abilities beyond the minimum qualifications required. Applicants are encouraged to specify the position they are applying for to ensure the best possible match between their interests and the needs of the agency.

Program Intern - The Program Intern will assist in delivering a wide range of programs designed to improve the quality of life of African immigrants in the District. The Program Intern is primarily responsible for providing administrative and coordination support to ensure the successful implementation of OAA programs. This includes, but is not limited to, pre-program preparation, outreach and logistical coordination as well as follow-up, documentation and post-program tracking.

Communications Intern - The Communications Intern will provide assistance in carrying out the agency's internal as well as external communication plans. The Communications Intern will provide support in writing, editing, and general communications tasks. The candidate must be a highly detail oriented individual with great communication skills, and a solid understanding of social media.



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Special Assistant Intern - The Special Assistant Intern will work directly with OAA's Director to provide general administrative support. The intern will be in charge of managing and maintaining the Executive Director's schedule, and will work to support the Director on special projects. This position requires a highly organized individual with strong problem-solving and multi-tasking skills.

Grants and Research Intern - The Grants and Research Intern will research compile, and stratify demographic data, studies, articles and trends pertaining to African immigrants. The intern will develop and continuously populate a resource database with this information and provide technical assistance to the larger community, particularly around fund proposal substantiation.

Outreach Intern - The Outreach Intern will respond to constituent requests, strengthen the agency's existing relationships in the community, and extend OAA's network and visibility. The intern will implement a targeted outreach plan designed to effectively engage diverse facets of the African community in the District: residents, businesses, faith-based organizations and community-based organizations. The intern will also be integrally involved with language access related work of the office as mandated by the Language Access Act of 2004.

QUALIFICATIONS

Interns are selected on a competitive basis. The overall profile of the candidates we are looking for encompasses the following minimum qualifications:

- A passion for public service and a commitment to serve the District's diverse African communities
- Strong written and oral communication skills as well as excellent organizational and computer abilities
- Flexibility to work a minimum of 30 hours per week and attend occasional evening and weekend events
- Ability to work in a fast-paced environment with minimal supervision
- Completion of a minimum of 2 years of full-time undergraduate studies
- Positive attitude and a friendly, professional demeanor a must!

Highly desired attributes:

- Bilingual or multilingual interns strongly preferred (especially Amharic and French)
- Community ties with groups, organizations and institutions working on Africa-related issues
- Good working knowledge of Adobe Creative Suite programs

HOW TO APPLY

If you are interested in applying for an internship at OAA, submit a cover letter, short writing sample, and resume to ooo@dc.gov stating which position you wish to apply for in the subject line. In your cover letter, be sure to include how many hours you're available to work and your desired start/end dates.