



# Armenian National Committee – Glendale Chapter Internship Program – 2007 Fall Session

## PROGRAM DETAILS

The Armenian National Committee-Glendale Chapter Internship Program's 2007 Fall Session begins **October 15, 2007** and ends **December 14, 2007**. It will feature a weekly lecture series and meetings, joint projects, as well as networking events for the interns. Program participants will deliver presentations on their individual projects outlining their accomplishments and progress over the course of the session. The IP operates out of the ANC-Glendale Chapter offices in Glendale, CA.

Participants must also complete a minimum of 12 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 2007 Fall Session of the ANC-Glendale Chapter Internship Program, please e-mail the program coordinator, Elen Asatryan at [elen@ancglendale.org](mailto:elen@ancglendale.org) or call (818) 243-3444.

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## APPLICATION INSTRUCTIONS

1. Please be sure that all portions of this application are completed and returned to the ANC-Glendale Chapter offices in a timely fashion. All application materials, including letters of recommendation, must be postmarked by **September 21, 2007**. All application materials must be mailed to:

**Armenian National Committee – Glendale Chapter  
Internship Program – 2007 Fall Session  
407 East Colorado Street #19  
Glendale, CA 91205**

2. You will receive an e-mail confirmation 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 the week of October 1, 2007. Applicants must complete the interview in order to be selected for the program.
  4. Address questions or concerns to the program coordinator at (818) 243-3444 or [elen@ancglendale.org](mailto:elen@ancglendale.org)
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## APPLICATION CHECKLIST

Remember to submit the following, postmarked by the **Friday, September 21, 2007** 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 recommenders have mailed their letters of recommendation along with the completed **RECOMMENDATION FORM** by the deadline?



# Armenian National Committee – Glendale Chapter Internship Program – 2007 Fall Session

## COMMON QUESTIONS REGARDING THE PROGRAM

### Q1. What is the ANC-Glendale Chapter Internship Program?

A: The ANC-Glendale Chapter Internship Program (ANCGIP) is an eight-week, part time, leadership training program, which introduces intelligent and driven young public servants to all aspects of the public affairs arena. The Program provides an opportunity for student leaders and activists to gain an in-depth understanding of Armenian American issues as well as advocacy efforts on the local level while contributing to ANCG's vision and mission. Field assignments, site visits, special individual and group projects and workshops prepare ANCGIP participants to translate their ideals into action for improving their own communities.

### Q2. Who is eligible for the ANC-Glendale Internship Program?

A: The program is open to high school seniors and college students as well as recent college graduates interested in sharing knowledge and gaining a broader understanding of and contributing to the ANC-Glendale Chapter's vision and mission.

### Q3. What projects or assignments are available?

A: Interns have an opportunity to submit their own project proposals with measurable outcomes. However, ANC-Glendale Chapter has the following internships available as well:

- **Administration and Development** – A great opportunity for a student in business interested in learning the "nuts & bolts" of a public affairs organization. The Administrative and Development Assistant intern handles office organization, phone communication and administrative tasks, as well as supporting the board in development initiatives. A motivated intern will learn the mechanics of operating a public affairs organization.
- **Public and Media Relations** – Interns will learn how to and be responsible for generating press (both print and broadcast) and promoting Armenian National Committee work among policy makers and the public. An interest in press work and/or marketing is a plus. Strong writing and computer skills are required.
- **Government Affairs** – Applicants should have an introductory knowledge of local politics and strong computer skills. Additionally, applicants should be confident public speakers with professional attitudes as well as good self-motivation, and should be seeking coalition-building skills. Interns will work with the local office in maintaining relations with governmental offices and pursuing Armenian National Committee policy initiatives.
- **Community Affairs** – Interns will work to maintain relations with the Armenian-American community, civic leaders, and representatives from community based organizations. Moreover, candidates will define, develop and administer community education and mitigation programs through a series of "good neighbor" activities (i.e., Community outreach, Community forums, Job training, Civic participation, Low income and affordable housing,) for the Armenian American community in the City of Glendale. All functions are designed to increase public awareness and understanding of ANCG, its projects and policies, and to promote goodwill. This internship is a great opportunity for students with a background in the social sciences. Background in campus or community organizing a plus.
- **Special Events/Fundraising** – Interns will identify, plan and host funding opportunities and social functions, develop materials that effectively express ANCG's economic needs and the needs of the Armenian-American Community.



## **Armenian National Committee – Glendale Chapter Internship Program – 2007 Fall Session**

### **Q4. How will the internship benefit me?**

A: Interns will contribute to shaping policies and processes that impact the Armenian American community in Glendale. In addition to networking with other leaders, candidates participate in weekly lecture series and workshops featuring ANC leadership, specialist from the community and government officials. Moreover, interns will partake in joint projects with fellow interns as well as individual sessions. Interns will return to their communities to build on insights for continuous program/process improvements and share benchmarking successes. Upon completion of the internship program, participants will be able to:

- Analyze the resources, needs and goals of communities and organizations.
- expand communication and presentation skills
- Communicate effectively with members of diverse communities.
- Understand the dynamics of working with groups and individuals.
- Design, undertake and evaluate projects.
- Promote effective decision-making.
- Build and maintain a network

### **Q5. What is ANC-Glendale's vision and mission?**

A: The Armenian National Committee – Glendale Chapter defends the rights, advances the interests, and promotes the well being of the city's Armenian American community.

ANC-Glendale advocates for the social, economic, cultural, and political rights of the city's Armenian American community and promotes increased Armenian American civic participation at the grassroots and public policy levels. It is the voice of this vibrant community, which advances and enriches Glendale.

### **Q6. How long is the internship program?**

A: The ANC-Glendale Internship program is an eight-week program.

### **Q7. When can I apply for the internship program?**

A: Applications for the 2007 Fall Session of the ANCGIP are available from August 10 - September 21, 2007.

### **Q8. Where will the ANC-Glendale Internship be located?**

A: The 2007 Fall Session Internship Program assignments will be located at the ANC-Glendale Chapter offices, 407 East Colorado Street, Suite 19, Glendale, CA 91205.

### **Q9. How do I apply?**

A: The application package must contain a completed application, resume, two reference letters and a personal statement. Additional information is available at [www.anca.org](http://www.anca.org).

Deadline to submit an application for the 2007 Fall Session is **Friday, September 21, 2007.**



# Armenian National Committee – Glendale Chapter Internship Program – 2007 Fall Session

## APPLICATION FORM

All application material must be postmarked no later than **Friday, September 21, 2007** to be considered for the ANCG Internship Program for Fall 2007 Session. Applications postmarked after the deadline will not be eligible for consideration.

**NAME:** \_\_\_\_\_ **DATE OF BIRTH:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  FEMALE  MALE  
**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_  
**HOME PHONE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**I HEARD ABOUT THE ANC-GLENDALE CHAPTER  
INTERNSHIP PROGRAM THROUGH:** \_\_\_\_\_

**AREA IF SPECIALIZATION:** Please select the two 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.

- |                                                         |                                             |
|---------------------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> ADMINISTRATION AND DEVELOPMENT | <input type="checkbox"/> GOVERNMENT AFFAIRS |
| <input type="checkbox"/> PUBLIC AND MEDIA RELATIONS     | <input type="checkbox"/> COMMUNITY AFFAIRS  |
| <input type="checkbox"/> SPECIAL EVENTS AND FUNDRAISING |                                             |

**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 ANC-Glendale Chapter 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 the **AREAS OF SPECIALIZATION** indicated on your application?
- What do you hope to learn during your ten-week participation in the program?

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 two letters of recommendation from two individuals, not related to you, with definite knowledge of your abilities and qualifications. One of the recommendations should ideally be from an individual who can speak of your involvement in your community. The letters should be accompanied by the enclosed recommendation forms, and submitted to the ANC-Glendale Chapter by the recommender directly, or be included in your application packet. All recommendation materials must be postmarked by **Friday, September 21, 2007**



# Armenian National Committee – Glendale Chapter Internship Program – 2007 Fall Session

## RECOMMENDATION FORM

### RECOMMENDATION FORM # 1

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–Glendale Chapter 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 – Glendale Chapter  
Internship Program – 2007 Fall Session  
407 East Colorado Street, Suite 19  
Glendale, CA 91205**

**DEADLINE:** All application materials, including letters of recommendation must be postmarked by **Friday, September 21, 2007.**



# Armenian National Committee – Glendale Chapter Internship Program – 2007 Fall Session

## RECOMMENDATION FORM

### RECOMMENDATION FORM # 2

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–Glendale Chapter 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.

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