



## Armenian National Committee of America - Western Region

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### Internship-Externship Program

**Wednesday, January 17, 2006** • The Armenian National Committee of America – Western Region is now accepting applications for the 2007 Summer Session of its Internship-Externship Program (IEP).

#### Why Participate in the ANCA-WR IEP?

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

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

#### What Internships and Externships are Available?

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:

- **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 as well as non-profit sector fundraising.
- **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. Select interns may be assigned to ANC-Television. In this capacity they will also have the opportunity to develop featurettes as well as aid in the production of the ANC's weekly program. An interest in press work and/or marketing is a plus. Strong writing skills are a positive.
- **Community and Government Affairs** – Applicants should have an introductory knowledge of domestic and foreign policy, and very strong computer skills. Additionally, applicants should be confident public speakers with professional attitudes and good self-motivation, and should be seeking organizing and coalition-building skills. Interns will work with the regional office in maintaining relations with governmental offices and pursuing policy Armenian National Committee policy initiatives. Background in campus or community organizing a plus
- **Genocide Education Project** – A joint program externship in coordination with the Genocide Education Project ([www.genocideeducation.org](http://www.genocideeducation.org)), externs will work with GenEd in organizing educational workshops on teaching the about the Armenian Genocide and other genocide in high school classrooms. The externship is a great opportunity for students with a background in education or the social sciences.
- **Foundation for Economic Development** – A joint program externship in coordination with the Foundation for Economic Development (FED), a non-profit organization contracted by the State of California to operate its California-Armenia Trade Office (CATO). A strong program for applicants interested in international trade and economics, externs will work with the FED board to help facilitate networking between Californian and Armenian enterprises organize programs and support CATO operations in California.
- **Armenian National Committee-Professional Network** – A joint program externship in coordination with the ANC-PN, an organization that encourages the emergence of an educated and politically active community of Armenian American professionals. Externs support the ANC-PN executive committee in its efforts to organize programming initiatives such as the ANC-PN's annual trip to Armenia, professional spotlight program, as well as various professional development, educational, and charitable social events.



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#### PROGRAM DETAILS

The IEP's 2007 Summer Session begins **Monday, June 18, 2007** and ends **Friday, August 24, 2007**. 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 IEP operates out of the ANCA-Western Region offices 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 2007 Summer Session of the ANCA-WR Internship-Externship Program and housing availability for program participants, please e-mail the program coordinator, Haig Hovsepian at [haig@anca.org](mailto:haig@anca.org) or 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 **Thursday, March 1, 2007**. All application materials must be mailed to:

**Armenian National Committee of America – Western Region  
Summer 2007 Internship-Externship Program  
104 North Belmont Street, Suite 200  
Glendale, CA 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 between March 2nd and March 31st. Applicants must complete the interview in order to be selected for the program.
4. Address questions or concerns to the program coordinator at (818) 500-1918 or [haig@anca.org](mailto:haig@anca.org).

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#### APPLICATION CHECKLIST

Remember to submit the following, postmarked by the **Thursday, March 1st** 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 of America - Western Region

### Internship-Externship Program

#### APPLICATION FORM

NAME: _____	DATE OF BIRTH: _____
ADDRESS: _____	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/>
CITY: _____	STATE: _____ ZIP: _____
HOME PHONE: _____	CELL PHONE: _____
	E-MAIL: _____

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

**AREA OF 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"/> Genocide Education Project          |
| <input type="checkbox"/> Public and Media Relations       | <input type="checkbox"/> Foundation for Economic Development |
| <input type="checkbox"/> Community and Government Affairs | <input type="checkbox"/> ANC-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-Externship 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?
- 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 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 ANCA-Western Region by the recommender directly, or be included in your application packet. All recommendation materials must be postmarked by **Thursday, March 1, 2007**.



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### Internship-Externship Program

#### RECOMENDATION 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 of America-Western Region Internship-Externship 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  
Summer 2007 Internship-Externship Program  
104 North Belmont Street, Suite 200  
Glendale, CA 91206

**DEADLINE:** All application materials, including letters of recommendation must be postmarked by **Thursday, March 1st.**



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### Internship-Externship Program

#### RECOMENDATION 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 of America-Western Region Internship-Externship 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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