



## Armenian National Committee-Western Region

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### Internship-Externship Program

**Monday, January 4, 2010** • The Armenian National Committee-Western Region is now accepting applications for the 2010 Summer Session of its Internship-Externship Program (IEP).

#### **Why Participate in the ANC-WR IEP?**

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

- a weekly lecture series featuring ANC leadership, specialists from the community, and government officials
- joint projects with fellow interns as well as an individual, session project
- an in-depth introduction to the ANC, its mission, goals, and the organization
- networking with fellow ANC 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/Externship Specializations and Session Projects (NEW !!!)***

Participants will be assigned to two areas of specialization; one of 3 internship areas and one of 5 externship areas. See the next page for a complete listing of current internship and externship areas of specialization.

As interns/externs 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 program 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 IEP 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 fourteen week program.

The lecture series is designed to introduce participants to the ANC 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.

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 ANC (i.e. understanding ANC issues in the broader scope of the world stage).

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

##### ***Weekly Meetings and Blogging***

Each week the IEP 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, IEP participants will blog bi-weekly about their experience in the program as well as Armenian American advocacy issues.

##### ***Translational Education Project***

The TEP component to the program provides an opportunity for the participants to work together as a team to prepare a presentation about the ANC and Armenian American advocacy issues that will be presented to peers.

##### ***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 IEP participant. The closing reception is attended by the ANC-WR Board of Directors and staff, former ANC interns, and the local ANC leadership.



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#### What Internships and Externships are Available?

The ANC-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:

#### *INTERNSHIP 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. An interest in press work and/or marketing as well as strong writing and computer skills are a plus.
- **Community and Government Affairs** – Applicants should have an introductory knowledge of domestic and foreign policy, 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 regional office in maintaining relations with governmental offices and pursuing policy Armenian National Committee policy initiatives. Background in campus or community organizing is a plus.

#### *EXTERNSHIP AREAS OF SPECIALIZATION*

- **Education Advancement Group**  
Applicants may be placed as an extern with one of the following organizations.
  - **Armenian American Educators Association** – AAEA ([www.armenianaea.org](http://www.armenianaea.org)) works for the advancement of both educators and students while promoting Armenian American issues and culture are respected within the educational system. Externs support the AAEA executive board efforts to organize programming initiatives. Strong communications skills are a plus.
  - **Committee for Armenian Students in Public Schools** – CASPS ([www.casps.org](http://www.casps.org)) strives to enhance educational achievement and actively endeavors to solve social and academic challenges facing students in public schools. Externs support the CASPS executive board and staff efforts to organize programming initiatives. Strong communications skills are a plus.
  - **Genocide Education Project** – Externs work with GenEd ([www.genocideeducation.org](http://www.genocideeducation.org)) to promote education about the Armenian Genocide and other genocides in high school classrooms. The externship is a great opportunity for students with a background in education or the social sciences.
- **Economics and Professionals Group**  
Applicants may be placed as an extern with one of the following organizations.
  - **Armenian American Chamber of Commerce** – The AACC ([www.armenianchamber.com](http://www.armenianchamber.com)) advances the industrial, commercial, professional, and public interests of the Armenian American community locally, nationally, and internationally. Externs support the AACC executive board efforts to organize programming initiatives. Strong communications skills and business academic or professional background is a plus.
  - **Armenian National Committee-Professional Network** – The ANC PN ([www.ancpn.com](http://www.ancpn.com)) encourages the emergence of an educated and politically active community of Armenian American professionals. Externs support ANC PN executive committee efforts to organize programs such as its professional spotlight program as well as various professional development and charitable social events.



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**Multi-Media Group**

Applicants may be placed as an extern with one of the following organizations.

- **Asbarez** – Established in 1908 in Fresno, CA, Asbarez ([www.asbarez.com](http://www.asbarez.com)) is a longstanding print-media institution of the Armenian American community in the Western USA. Externs assist the Asbarez editorial staff with various facets of the publication from writing to layout. Strong writing skills are a plus.
- **Horizon TV** – Horizon Armenian TV ([www.horizonarmeniantv.com](http://www.horizonarmeniantv.com)) is a large and diversified media corporation that broadcasts, primarily in Armenian, to a North American audience via cable and satellite feeds. Working with media partners around the world, it covers the daily news and community interest programs. Externs assist the Horizon production staff with various facets of the production. Strong communication skills are a plus.

**Public Office Group (NEW !!!)**

This joint program externship works in coordination with various public offices in the greater Los Angeles area. Externs assigned to this group will have the opportunity to work with office such as, but not limited to state and federal legislative and executive offices. Tasks are determined by the public office in which the program participant serves. Strong communications and computer skills are a plus.

**A secondary application may be required by the partnering public office. The externship term may be equal to or less than the term of the ANC-WR IEP session.**

**Sister City Associations**

This joint program externship works in coordination with various sister city associations between US cities and cities in the Republic of Armenia. Externs support their assigned association's efforts to promote bi-lateral ties between the US and Armenia. Tasks will range from event planning to promotional work and program development, depending on assignments. Strong communications and computer skills are a plus.

**Applicants may be placed as an extern with one or more of the following organizations:**

- Fresno-Etchmiadzin Sister City Association
- Glendale-Ghapan Sister City Association
- Los Angeles-Yerevan Sister City Association
- Montebello-Stepanakert Sister City Association
- Thousand Oaks-Spitak Sister City Association



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#### PROGRAM DETAILS

The IEP's 2010 Summer Session begins **Monday, June 14, 2010** and ends **Friday, August 20, 2010**. 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 ANC-Western Region office in Glendale, CA.

Participants must also complete a minimum of 25 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 2010 Summer Session of the ANC-WR Internship-Externship Program and housing availability for program participants, please e-mail the program coordinator, Haig Hovsepien 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 ANC-WR offices in a timely fashion. All application materials, including letters of recommendation, must be postmarked by **Monday, March 1, 2010**. All application materials must be mailed to:

**Armenian National Committee-Western Region  
Internship-Externship Program – 2010 Summer Session  
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 starting March 8th. 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 **Monday, 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-Western Region

### Internship-Externship Program

#### APPLICATION FORM

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

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

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

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

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

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

MALE  FEMALE

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

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

I HEARD ABOUT THE ANC-WR

INTERNSHIP-EXTERNSHIP PROGRAM THROUGH: \_\_\_\_\_

**AREAS OF SPECIALIZATION:** Please select the rank order your preferences the areas of specialization that most interest you. Rank the internship and externship areas independently of one another. 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.

#### Internship Specializations (Rank 1 to 3)

- Administration and Development
- Public and Media Relations
- Community and Government Affairs

#### Externship Specializations (Rank 1 to 5)

- Education Advancement Group
- Economics and Professionals Group
- Multi-Media Group
- Public Office Group
- Sister City Associations

**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-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 your highest ranked **AREAS OF SPECIALIZATION** indicated on your application?
- 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 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-Western Region by the recommender directly, or be included in your application packet. All recommendation materials must be postmarked by **Monday, March 1, 2010**.



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#### 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-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-Western Region  
Internship-Externship Program – 2010 Summer Session  
104 North Belmont Street, Suite 200  
Glendale, California 91206

**DEADLINE:** All application materials, including letters of recommendation must be postmarked by **Monday, 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-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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