



Muslim Civic Coalition
Internship and Fellowship - Roles and Responsibilities
(Updated February 2025)

The Coalition is seeking Interns to join our growing team for the Summer! The ideal applicants will be committed to strengthening Civic Justice and Advocacy. There are internship opportunities in the areas of: Communications, Legislation, National Facilitation and Development.

Credentials

- Current undergraduate or graduate student
- Previous internships, volunteer work, or jobs related to civic engagement, public policy, legislation, operations, or communications can be very beneficial
- Experience in grassroots organizing, community outreach, or advocacy work can also be valuable

Professionalism and Skills

- Strong interpersonal, verbal and written communication skills
- Motivated individual with strong work ethic
- Respectful and empathetic of diverse perspectives
- Working knowledge of Google, Microsoft tools (Excel/Sheets, Word/Docs, PowerPoint/Slides, Calendars)

General Responsibilities

Partner, Ally and Volunteer Management

- Use Word, Excel, Calendar, and other digital tools to provide assistance to team
- Store, maintain and update information files and Google Docs/Sheets for team
- Complete required tasks or projects assigned by Coalition Leadership Team

Events / Activities

- Assist in Set up / Breakdown / Logistics of Coalition education events/initiatives
- Assist with Phone banking, Door Knocking and all Coalition community organizing activities
- Help promote Coalition via Social Media and other avenues

Department Responsibilities

Administrative Intern / Fellow

- Scheduling meetings and maintaining calendars and taking minutes
- Assisting with office supply inventory and ordering
- Supporting HR tasks like onboarding new employees
- Coordinating logistics for events and workshops

Civic Justice Organizer Intern / Fellow Responsibilities

- Assist in community outreach by: communicating with partners, attending meetings with community leaders and allies, networking
- Assist in civic engagement by: tabling at events, phone banking, canvassing, attending partner events
- Assist in civic education by: planning and facilitating educational workshops and presentations

Development Intern / Fellow Responsibilities

- Assist with research, administrative projects that help fulfill fundraising needs and annual fundraising goal
- Research potential donors, funders, and philanthropic trends
- Assist with planning and executing fundraising events
- Assist with gift processing, data entry, and thank you letters to donors



Advocacy and Policy Intern / Fellow Responsibilities

- Attend meetings with policymakers, allies and partners, or other stakeholders related to current bills
- Keep track of legislative developments and summarize bills or amendments
- Assist with drafting press releases related to policy issues
- General administrative support to Advocacy Director and Advocacy and Policy Lead

Communications Intern / Fellow Responsibilities

- Prepare memos, emails, press releases, and reports as needed
- Address inquiries and fulfill information requests promptly
- Coordinate and schedule Coalition activities on the calendar
- Support the development and execution of social media strategies
- Create engaging content for social media platforms and promotional flyers
- Assisting in gathering raw video for internal and external content
- Capture and document Coalition events through photos and videos
- Draft blog posts to share on our website and social media channels

National Legislation Intern / Fellow Responsibilities

- Gather and analyze data and write reports related to policy issues
- Attend national facilitation meetings with stakeholders from all over the nation

Logistics/Compensation

- Approximately 5-15 hours per week. All interns must complete weekly timesheets and check-ins with their supervisor.
- This is an unpaid internship first semester but may receive school credit, with a Fellowship pathway with a stipend of \$15+/hour following completion- with the opportunity to apply for future positions
- Expected to be present onsite days at the office (depending on class schedule/availability)
- Must have access to reliable transportation
- Must be available evenings and weekends for events and flexibility in hours
- Expenses reimbursed as agreed upon based on project

To Apply

Please send your resume and 3 areas of interest in top priority order to Info@MuslimCivicCoalition.org.

The Muslim Civic Coalition is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.