



American-Arab
Anti-Discrimination Committee

Internship Application

Qualifications

Candidates must have completed at least one (1) year of college. Undergraduates, recent graduates, graduate students, and law students are all eligible. ADC membership is recommended. [Student memberships](#) are available at a discounted rate.

Types of Internships (Please rank your preference 1-4, with 1 being first and 4 being last)

- **Government Relations**
Work with legal department on policy issues; Conduct legislative tracking and congressional tracking; Attend hearings on the Hill.
- **Legal (must be enrolled in law school)**
Assist the legal department with cases on discrimination, civil rights, and immigration; Conduct legal research on pertinent issues.
- **Communications & Media**
Draft press releases, news updates, and action alerts; Monitor news coverage of Arab-American issues; Write letters to the editor.
- **Organizing**
Conduct research on selected campaigns; Learn and practice grassroots organizing; Maintain correspondence with ADC chapters; Help organize chapter events.

Deadlines

- Summer: March 15th
- Fall: August 30th
- Spring: December 30th

Application Materials

- Completed application
- Academic transcript
- Writing sample
- Resume
- Three (3) references
- Cover letter

Personal Information

First Name Last Name

Phone Email

Street Address

City State Zip

Availability (Please indicate season): Summer Fall Spring

Start Date: _____ End Date: _____

Compensation

- College credit(s)
- Stipend

For general questions, call (202) 244-2990 or email adc@adc.org

Internship Agreement

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that false or misleading information given in my application, resume, or interview(s) may result in ADC's determination to not offer employment/internship or, in the event of employment/internship, it may result in discharge. I understand that all offers of employment/internship are conditional upon satisfactory reference checks. I authorize ADC to seek and contact references, for the purpose of verifying work history and information offered in interviews. I will hold ADC and all references contacted harmless for their actions related to the verification.

Signature _____ **Date** _____

Email all completed materials in PDF form to adc@adc.org

OR

Send hard copy submissions to:

ADC Intern Coordinator
1705 Desales St NW Ste 500
Washington, D.C. 20036

**Please choose ONE (1) form of submission.
Electronic is preferred.**

This posting provides a general, but not comprehensive, list of the opportunities of the internship positions. It does not represent a contract of employment. ADC reserves the right to change the posting at any time without advance notice. ADC is an equal opportunity employer. We value a diverse workforce and an inclusive culture. ADC encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, and record of arrest or conviction. ADC undertakes affirmative action strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions.