



Government of the District of Columbia
Muriel Bowser, Mayor



Mayor's Office on African Affairs
Mamadou Samba, Executive Director

OAA's Internship Program: Spring 2015

The Mayor's Office on African Affairs is recruiting interns for Spring 2015. OAA's Internship program is a unique opportunity for undergraduate, graduate students, and young professionals who are seeking to engage in public service and serve the District's diverse African communities. Each year, OAA attracts dynamic interns who represent the diversity of the African community to support the mission of the overall mission of Mayor Muriel Bowser.

Through this program, interns interface with various sectors of District government, community- and faith-based organizations, businesses and other stakeholders thereby enhancing their leadership skills, and professional experiences. Beyond their individual work assignments, OAA interns share responsibility for the agency's administrative tasks, providing staff support and participating in program implementation and activities.

OAA internships are unpaid unless otherwise note with a minimum commitment of three to four. Internships may be extended depending on need, and/or mutual agreement between OAA and the intern. Candidates are required to commit to **a minimum of 30 hours a week in order to be considered for the program.**

Interns are selected on a competitive basis. The following are minimum qualifications:

- Superior knowledge of African immigrant issues;
- A passion for public service and a commitment to serve the District's diverse African communities;
- Strong written and oral communication skills as well as excellent organizational and computer abilities;
- Flexibility to work a minimum of 30 hours per week and attend occasional evening and weekend events;
- Ability to work in a fast-paced environment with minimal supervision;
- Completion of a minimum of 2 years of full-time undergraduate studies;
- Outgoing, great public speaking skills, and professional demeanor;
- Highly desired attributes:
- Bilingual or multilingual interns strongly preferred (especially **Amharic, French, and Arabic**);
- Strong community ties with groups, organizations and institutions working on Africa-related issues;
- Good working knowledge of Adobe Creative Suite programs, social media, and visual media.

HOW TO APPLY

If you are interested in applying for an internship at OAA, submit a cover letter, a short writing sample (2-3 pages maximum), and resume to oaad@dc.gov **stating which position you wish to apply for in the subject line.** In your cover letter, be sure to include how many hours you're available to work and your desired start/end dates.