



THE NATIONAL CONFERENCE OF BLACK MAYORS **2012 LEADERSHIP DEVELOPMENT INTERNSHIP PROGRAM**

What makes this internship program so successful is that our interns are essential as we enhance the executive management capacity of our member mayors, through providing cutting-edge research, best practices and partnerships. It is such a valuable and enlightening experience to work directly with mayors. You have the chance to truly understand their roles within their municipal governments and opportunity to provide assistance to them towards impacting the individuals they serve. To have this opportunity to serve our nation through the office of mayor is an opportunity that can only truly be afforded by the National Conference of Black Mayors.

THE NATIONAL CONFERENCE OF BLACK MAYORS

INTERNSHIP INSTRUCTIONS AND INFORMATION

Please read over the contents of the entire internship packet carefully to familiarize yourself with our organization and its goals, and to ensure that you meet the necessary qualifications for an internship at our office. The National Conference of Black Mayors (NCBM), Atlanta office offers internships in the following areas:

- ▶ POLITICAL SCIENCE
- ▶ COMMUNICATIONS & PUBLIC RELATIONS
- ▶ JOURNALISM
- ▶ OFFICE MANAGEMENT
- ▶ COMMUNITY DEVELOPMENT
- ▶ GOVERNMENT AFFAIRS
- ▶ FUNDRAISING
- ▶ COMMUNITY EDUCATION
- ▶ EVENT PLANNING
- ▶ OFFICE IT ASSISTANCE
- ▶ MUCH MORE...

REQUIREMENTS FOR STUDENT INTERNS

- ▶ COLLEGE JUNIOR, SENIOR OR GRADUATE STUDENT (STUDENTS MUST STILL BE ENROLLED IN SCHOOL DURING THE TIME OF THE INTERNSHIPS)
- ▶ STRONG ACADEMIC RECORD
- ▶ RESUME AND COVER LETTER - SUBMITTED ON-LINE VIA EMAIL



INTERNSHIP INSTRUCTIONS AND INFORMATION

INTERNSHIP APPLICATION DEADLINES:

To apply for an internship at our Atlanta office, we invite you to submit your resume to Ms. Shantel Gilbert at sgilbert@ncbm.org by March 20, 2012 for Spring program, April 2, 2012 for Summer program, July 2, 2012 for Fall program, September 3, 2012 for Winter program.

SEMESTER OF RECRUITMENT:

NCBM is seeking interns year round of 2012 with twelve (12) week tenure of each program.

APPLICATION STATUS INQUIRIES:

Unfortunately, due to the overwhelming interest in our program, we cannot respond to application status inquiries. You will be contacted for an interview if you are being considered for a position in the Internship Program.

SALARY AND BENEFITS:

Internships provide a supplemental learning experience for the student. All internships with National Conference of Black Mayors are unpaid.

BEYOND THE INTERNSHIP:

Interns are not guaranteed employment after their internship period. However, Interns may use this program for college credit once approved by the dean as well as apply for Full-time and Part-time positions if available.





NATIONAL CONFERENCE OF BLACK MAYORS INTRODUCTION

THE NATIONAL CONFERENCE OF BLACK MAYORS, INC. (NCBM) represents more than 650 African American Mayors across the United States and the 48 million citizens that they collectively serve and with an international arm governed by the 28,000 mayors of African descent throughout the world establishing partnerships with Brazil, the Caribbean, China, Colombia, Europe, Haiti, Nigeria, Uganda and Senegal. NCBM is a leader in the redevelopment of our most vulnerable communities and the empowerment of leadership on the local level and the vision to connect the African Diaspora on a local level through the office of the Mayor, has allowed NCBM's Membership to become Ambassadors of Goodwill for the African Union and a conduit of several Heads of State throughout the world. Founded in 1974 with the missions to enhance the executive management capacity of its member mayors, NCBM articulate a public policy positions of its members, serves as a clearinghouse of information pertinent to municipal development and financing, and provides technical and management assistance through cutting-edge research, tools and essential best practices to challenge and overcome the grappling issues that have eroded the vitality and sustainability of our nation's cities.



INTERNSHIP PROGRAM JOB DESCRIPTIONS AND GUIDELINES

SPECIAL PROGRAMS INTERNSHIP

RESPONSIBILITIES

The Special Programs Intern will assist with the planning and/or implementation of annual NCBM programs which include but are not limited to the Young Artists and Authors Showcases and the Annual Youth Leadership Conference. There will also be a research component as the Special Programs intern will be expected to stay up to date on member activities (requires direct contact with members via phone calls), especially in regards to youth programs.

YOUNG ARTISTS AND AUTHORS SHOWCASES: Annually, the Young Artists and Authors Showcases have encouraged youth from around the globe to express the NCBM mission through original artwork and literature. Artwork is sent from our member cities to Atlanta, GA, where a panel of judges selects the winners based on originality, composition, and theme interpretation. Intern tasks may include marketing/publicity work, coordination of judging panel, organization of submissions, and constant communication with member participants.

ANNUAL YOUTH LEADERSHIP CONFERENCE: Each summer, NCBM International hosts an Annual Conference for American and International youth. The conference is designed to inspire the next generation of citizen diplomats. Participants have the chance to meet other young people from around the world, learn how to get more involved in their local community, present their culture to fellow youth delegates, and build leadership skills for an increasingly connected world. Intern tasks may include marketing/publicity, recruitment of participants, coordinating logistics, and curriculum development.

REQUIREMENTS

The Special Programs Intern can be an undergraduate or graduate student who must be able to work between 10-20 hours per week. The intern must have excellent people and communication skills; the ability to multitask with attention to detail; be able to write, edit, and conduct research; and be able to work independently and in a team. Individuals with previous youth experience or teaching experience are highly desirable. Also applicants with a background in event planning or graphic design skills is preferred.

TO APPLY, PLEASE SEND A COVER LETTER AND RESUME WITH REFERENCES TO OUR ATLANTA OFFICE, TO MS. SHANTEL GILBERT AT SGILBERT@NCBM.ORG. PLEASE WRITE "SPECIAL PROGRAMS INTERNSHIP" IN THE SUBJECT LINE. NO PHONE CALLS PLEASE.



INTERNSHIP PROGRAM JOB DESCRIPTIONS AND GUIDELINES

ADVOCACY AND OUTREACH INTERNSHIP

RESPONSIBILITIES

The Advocacy and Outreach Intern will work to keep members of Congress, their staff, and our grassroots network updated about NCBM legislative priorities. He/ She will also arrange and attend meetings with Congressional members and Agency contacts, as well as attend advocacy and coalition events on behalf of the organization. The Advocacy and Outreach Intern will be expected to research NCBM relationships and help strategize and develop the NCBM's Domestic and International's legislative campaign by updating the legislative website and working on member-based projects as they arise. The successful candidate will learn how non-profits put forward information and garner knowledge about NCBM's programs and services to help manage the vast network of NCBM partnerships.



REQUIREMENTS

Applicants must be able to work 20-40 hours per week. The Advocacy and Outreach Intern must possess strong communication skills, be able to take initiative on projects, multi-task, and have strong time management skills. An ability to work well within a team environment, good organizational and strong writing skills are essential. Applicant must provide a resume and cover letter with references

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INTERNSHIP PROGRAM JOB DESCRIPTIONS AND GUIDELINES

DEVELOPMENT & COMMUNICATION INTERNSHIP

The National Conference of Black Mayors is a nonprofit mayoral diplomacy network that creates and strengthens partnerships between U.S. and international communities. We strive to build global cooperation at the municipal level, promote cultural understanding and stimulate economic development. National Conference of Black Mayors, Inc. is a leader for local community development and volunteer action. We motivate and empower private citizens, municipal officials and business leaders to conduct long-term sister city programs. We believe that sister city programs involve two-way communication and should mutually benefit partnering communities. The intern will assist the Development and Communications Manager and CEO in a variety of projects related to fundraising and communications. Applicants should have an interest in and experience in raising funds for nonprofit organizations.

RESPONSIBILITIES

- ▶ Research corporations, foundations and other funding opportunities
- ▶ Assist in direct mail, online, and social media campaigns
- ▶ Draft letters to individuals, corporations, and foundations
- ▶ Edit online and print materials
- ▶ Write press releases
- ▶ Other duties as assigned

SKILLS, ABILITIES & EXPERIENCE

- ▶ Previous experience required
- ▶ Excellent written and communication skills
- ▶ Ability to conduct quality research and effectively report on findings
- ▶ Ability to multi-task and attention to detail
- ▶ Proficiency in Microsoft Office

REQUIREMENTS

- ▶ Resume, cover letter with references and 2-3 page writing sample.

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INTERNSHIP PROGRAM JOB DESCRIPTIONS AND GUIDELINES

CONFERENCE & MEETING INTERNSHIP

The National Conference of Black Mayors, is a nonprofit, citizen diplomacy network that creates and strengthens partnerships between U.S. and international communities to increase global cooperation at the local level, is seeking a Conference and Meetings Intern for the Fall, Spring, and Summer seasons. Visit our website at ncbm.org to learn more about the National Conference of Black Mayors, Inc.

The intern will work directly with the Conferences & Meetings Manager and assist with all logistics related to planning Board meetings and the Annual Conference. Duties will include, but are not limited to: helping organize speakers for workshops, answering inquiries from conference registrants, monitoring and reporting status of conference registrations, tracking hotel housing reports, researching potential vendors and facilities, and writing articles for newsletters and publications. The intern will have the opportunity to interact with hotels, vendors, and event participants.

We are looking for organized individuals with a professional demeanor who can multitask and meet deadlines. Strong attention to detail, excellent communication skills, and the ability to work independently and in a team are necessary.



REQUIREMENTS

- ▶ Resume and cover letter. Please include relevant experience related to event planning.

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INTERNSHIP PROGRAM JOB DESCRIPTIONS AND GUIDELINES

MEMBERSHIP INTERNSHIP

The National Conference of Black Mayors Membership Department serves three major functions. The department is responsible for membership recruitment and retention, identifying and nurturing NCBM community partnerships, and providing general customer service to the membership. The department is the first point of contact for our members and therefore maintains working knowledge of all programs within the organization.

POSITION SUMMARY

The Membership Intern works with the Membership Manager on day-to-day operations including research and recruitment of members, identifying possible city-to-city partnerships, prepare for and attend meetings with visiting international delegations, and special projects depending on the desires of the intern. The membership intern also takes an active role in cultivating new partnerships in the Muslim World, Latin America and on the continent of Africa. The Membership Intern may be asked to assist with meetings with member communities throughout the U.S. depending on the intern's availability.

ESSENTIAL JOB FUNCTIONS

- ▶ Assist international communities as they consider American partnerships.
- ▶ Prepare materials and information for upcoming meetings and conferences.
- ▶ Conduct research for recruitment and retention campaigns.
- ▶ Research and compose member related articles for electronic newsletters.
- ▶ Correspond with current and potential members.
- ▶ Other administrative tasks as directed.
- ▶ A special project may be developed based on the interest of the intern.

QUALIFICATIONS

Currently enrolled, full/part time student in an undergraduate or graduate program. Recent graduates will also be considered. Excellent written and communication skills. Customer service experience. Proficient in Microsoft Office Suite. Experience living or working abroad and fluency in a second language preferred, but not required.

REQUIREMENTS

- ▶ Resume and cover letter. Please include relevant experience related to event planning.

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INTERNSHIP PROGRAM JOB DESCRIPTIONS AND GUIDELINES

SUSTAINABLE DEVELOPMENT INTERNSHIP

The National Conference of Black Mayors is seeking an intern for its Sustainable Development department. NCBM is a nonprofit citizen diplomacy network that creates and strengthens partnerships between U.S. and international communities. We strive to build global cooperation at the municipal level, promote cultural understanding and stimulate economic development. NCBM is a leader for local community development and volunteer action. We motivate and empower private citizens, municipal officials and business leaders to conduct long-term sister city programs. We believe that the twinning of cities programs involve two-way communication and should mutually benefit partnering communities.

The Sustainable Development department works on energy and environmental issues, humanitarian projects, and economic development. The Sustainable Development department supports National and International members by providing advice, networking opportunities, best practices, program ideas, and funding opportunities.

RESPONSIBILITIES

- ▶ Basic administration and program backstopping
- ▶ Track monthly program expenditures
- ▶ Research projects as directed
- ▶ Production of communication materials
- ▶ Maintenance of portions of NCBM's website
- ▶ Communication and outreach with NCBM members and project participants
- ▶ Event planning/coordination as directed
- ▶ Attending relevant seminars and meetings in Washington, DC
- ▶ Other duties as assigned

Applicants should be graduate students with exceptional writing, communication, and research skills, as well as an interest in national and international development, sustainable development, public diplomacy, and/or Africa. The intern will be required to work at least three days or 24 hours per week.

TO APPLY, PLEASE SEND A COVER LETTER, RESUME WITH REFERENCES AND WRITING SAMPLE (MAX 4 PAGES) TO OUR ATLANTA OFFICE, TO MS. SHANTEL GILBERT AT SGILBERT@NCBM.ORG. PLEASE WRITE "SUSTAINABLE DEVELOPMENT" IN THE SUBJECT LINE. NO PHONE CALLS PLEASE.



NCBM **VOLUNTEERS**

We are seeking dynamic and dedicated individuals to serve as State Coordinators in the following states:

Alabama | Arkansas | California | Delaware | Georgia
Illinois | Louisiana | Michigan | Mississippi | Maryland | Missouri
Nevada | North Carolina | South Carolina | Pennsylvania | Tennessee | Texas | Virginia

State Coordinators are dedicated and experienced program volunteers. They serve as a resource at the local level to provide professional assistance and help, with support provided by NCBM, to member communities in their state; and assist communities wishing to maintain or establish membership. State Coordinators must have expertise and knowledge in, and the ability to articulate, the NCBM's.

QUALIFICATIONS

- ▶ Reside in the state represented
- ▶ Membership in a local, state dues-paying membership organization or have an individual membership
- ▶ Attendance of at least two NCBM annual conferences
- ▶ Knowledge of NCBM's National and International programs in respective state
- ▶ Must have a firm grasp of NCBM's programs and guidelines
- ▶ Proven record of volunteerism
- ▶ Accessibility to e-mail
- ▶ Must have the ability to travel to local events; and/or meet with local programs upon the request for on- site guidance
- ▶ Provide two letters of recommendation selected from the following categories:
 - ▶ Elected official
 - ▶ Community leader
 - ▶ Officer of a local or state sister cities program
- ▶ Fulfill a two-year term. If unable to fulfill duties, must notify the Chair of the State Coordinators and the international office as soon as possible

RESPONSIBILITIES

- ▶ Attend NCBM's Annual Conference or send a non-voting representative
- ▶ Hold a workshop or meeting for your state annually or bi-annually, either singly or in conjunction with another meeting

- ▶ Submit the State Coordinator's Annual Report with receipts (where applicable) on or before March 1 each year
- ▶ Respond to inquiries from state membership or the international office within five working days of receipt of request (unless out of town)
- ▶ Provide information or contacts to inquiries about/for NCBM
- ▶ Work with the national and international office to increase NCBM membership through dissemination of information about NCBM
- ▶ Maintain files/information provided by NCBM regarding programs and policies for distribution

IF YOU ARE INTERESTED IN APPLYING PLEASE REVIEW THE STATE COORDINATOR JOB DESCRIPTION AND CONTACT STATE COORDINATOR CHAIR OR, STATE COORDINATOR LIAISON Ms. WYNONA SINGLETERRY AT 404-765-6444 FOR MORE INFORMATION.



THE NATIONAL CONFERENCE OF BLACK MAYORS

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