



[www.nuryouthforum.wordpress.com](http://www.nuryouthforum.wordpress.com)

## **Community Outreach Assistant (15 Positions Available)**

**Education:** High School GED, Bachelor (BA, BS, etc.)

**Location:** DC Metro Area (Maryland, Virginia, District of Columbia)

**Job Type:** Internship (Unpaid)

**Duration:** January 2011-May 2011

### **Description:**

The Nur Youth Forum is a two-fold project in which will include an online forum and also a network of imams (or religious leaders) and mental health professionals that will provide real-time support for issues facing the youth in the DC/VA/MD Area and in the future elsewhere in the larger cities in the United States. It is will be designed to be a partnership with both spiritual and medical fields to effectively address Muslim-American youth issues. In the future the program will grow into a strong network of religious leaders and mental health professionals that in the future than can begin to start educating parents and imams as well about youth issues and how to deal with youth crisis issues when they are presented with them.

The Nur Youth Forum is currently looking for individuals to help with researching and networking with various Muslim organizations, masjids, imams, community leaders, and Muslim health professionals and organizations. The information gathered will be documented in a database and will be used to help create the Nur Youth Forum network. Individuals with a background in psychology or psychiatry are strongly recommended to apply.

The positions are available at the following locations and do not require any travel, unless requested to do so by the Outreach Director:

- 1) Maryland: 5 positions
- 2) Virginia: 5 positions
- 3) District of Columbia: 5 positions

The positions are available for students currently enrolled at an accredited high school or university.

## **Major Duties Include:**

### 1) *Communications/Writing:*

- Email correspondence with Muslim organizations
- Draft emails approved by Outreach Director
- Call Muslim organizations, imams, mental health professionals
- Ability to communicate the mission of the Nur Youth Forum effectively to various organizations and individuals
- Upkeep of communication with various Nur Youth Forum affiliates (i.e. imams, mental health professionals and organizations assisting the Nur Youth Form with their services)
- Strong written, networking, and communication skills

### 2) *Research*

- Collecting, compiling, and reviewing contact information for various Muslim organizations, imams, and mental health professionals in the DC, Virginia, and Maryland area

## **Additional Qualifications:**

- Strong writing, research, communication and organizational skills;
- Ability to manage multiple tasks simultaneously
- Strong time management skills and ability to meet deadlines on time
- Strong knowledge of English grammar and usage; strong editing and proofreading ability
- Able to work in a team environment as well as independently
- Interest in Muslim-American youth issues, youth issues, psychology or psychiatry

## **Qualifications**

- High School GED, B.A. or student currently enrolled in an accredited university or high school
- Degree or a strong background in Communication, outreach, etc is a plus.
- Demonstrated proficiency and strong knowledge of Microsoft Office (Word, Excel, etc.).

## **How to Apply:**

Email your resume and cover letter detailing why you would be a good candidate for this position, and some of your previous experience that directly relates to the major duties and/or required tasks to [nuryforum@gmail.com](mailto:nuryforum@gmail.com).

Please visit Nur Youth Forum's website for more information:

[www.nuryouthforum.wordpress.com](http://www.nuryouthforum.wordpress.com)