



# ***Muslim American Social Services (MASS)***

## **Intern for Social Good**

**The ideal candidate will be someone who would like to be part of socially responsible organization!**

### **About Organization:**

Muslim American Social Services (MASS) opened its doors to the community in November 2010. With the aid of Islamic Center of North East Florida, a trailer was converted into a clinic. Despite limited resources and tight quarters, MASS still managed to run efficiently and was able to provide high quality services to the community. Through the help of countless community donors and sponsors.

MASS's goal is:

1. Making psychical and mental Health care available for the needy
2. Empower individuals with the necessary skills to succeed in a modern world
3. Assist others and help them achieve their desired goals without destroying the common interest of the environment

The MASS internship program is designed to provide hands-on experience, build leadership skills and create a guide for the next generation of graduates. This will be accomplished by assisting with the development of the organization, implementing policies and procedures, recruitment and maintenance of clients, donors and members, as well as, engaging in community outreach. Interns should be able to work a minimum of 20 hours per week, for a 12-16 week term (**Minimum 6 month commitment**).

### **Principal Duties:**

- Research the latest trends in digital media, social media, and online marketing
- Creating the project plan and business plans for the upcoming projects
- Explore grants and other funding opportunities and assist with the implementation and follow-up
- Assist in the development/design of outreach materials, distribute materials to create increased visibility and interest in MASS
- Other tasks as determined by the Executive Director of MASS

### **Qualifications and Requirements:**

- Passionate and willingness to give your all
- Flexible, agile and ability to learn quickly
- Showcase excellent oral and written communication skills
- Organized and detail-oriented; motivated and self-directed
- Desire to be part of an entrepreneurial culture and willingness to work hard

### **Stipend and Benefits:**

- Hands-on amazing experience and networking opportunities with the MASS team and leaders in the non-profit arena, many Chambers, community and Business leaders
- Opportunity to share ideas and help implement new programs and projects (with management approval)
- Certificate of Volunteer hours and Recommendation letter
- Volunteers carries stipend (There is possibility for this experience to turn into a paid full or part time position)



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**Terms and Schedule:** Internship lasts 24 - 26 weeks and requires a commitment to work a minimum of 20 hours on a weekly basis (including occasional evenings, weekends and special events); days and hours are flexible.

**How to Apply:**

Please send your cover letter, current resume, direct contact number, writing sample, and minimum 2 references to [admin@massclinic.org](mailto:admin@massclinic.org)

**Muslim American Social Services (MASS)  
Human Resource Department**

**Disclaimer:** Muslim American Social Services (MASS) is an equal opportunity employer and is committed to fostering a diverse and multicultural work environment. MASS welcomes applications from all qualified candidates without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, veteran or any other category protected by the Jacksonville, FL law.

**Job Type:** Internship

**Job Category:** Education, Training, Marketing, Operations, Project & Programs Development, Start-up, & Public Policy

**Job Location:** Jacksonville, FL

**Closing Date:** TBA