

ETHIOPIAN COMMUNITY MUTUAL ASSISTANCE ASSOCIATION (ECMAA) www.ecmaany.org

The Ethiopian Community Mutual Assistance Association (ECMAA) is an apolitical, non-denominational non-profit organization (501(c)(3) status) for Ethiopians living the New York, New Jersey and Connecticut. Its mission is to coordinate resource and activities in the region and provide assistance where needed. It was created in 1981 to serve Ethiopian and other immigrant and refugee populations in New York. Other, independent, chapters of ECMAA exist in Boston, DC and other cities. After a brief discontinuation it was revived in 2013 and has executed a series of social and educational programs (Picnics, Health Awareness events, Book reviews, Film Screenings and Remembrance Days).

ECMAA, through events planned throughout the year, aims to create strong community partnerships with all organizations affiliated with the Ethiopian Community in the tri-state area. The organization will do this by coordinating the resources, skills, knowledge and experience already in the community. It will leverage its formal non-profit, licensed NY Dept. of State status to raise funds, provide an infrastructure for sharing all available resources with those who'd most benefit from them. Ultimately, its goal is to connect available resources with those who seek them and need them the most. In its longterm plans, it also seeks to develop and expand the available resources to the community. It maintains an independent status as events and programming is supported by membership and community member contributions.

ECMAA is looking to build resources and a network of partnerships in areas related to resettlement, housing, legal assistance, mental health, medical care, employment assistance, immigration counseling, citizenship, and crisis intervention. ECMAA is also looking to expand educational and cultural events that promote Ethiopia's rich culture, history and languages.

ECMAA is looking for 3-4 committed interns to help build its resources and networks. This includes building the organization's infrastructure under the guidance of the board and project leading members of ECMAA. ECMAA is looking to create a shared calendar and resource page for Ethiopians. Interns would complete some combination of the following activities based on interest, skills and experience:

1. Develop a list of businesses, social networks, social organizations, religious institutions and other resources that exist in the tri state area.
2. Develop a contact list for those organizations and assist in initiating contact with those organizations.
3. Develop and maintain a calendar of events for ECMAA

4. Develop and maintain a coordinated calendar of events for organizations and networks within the tri-state area
5. Update and maintain an active membership list and a tracking system for annual dues
6. Expand
7. Maintain and update contact lists for members and create quarterly updates and newsletters
8. Update and maintain the website
9. Create an app that facilitates membership and makes available resources readily available
10. Update resources available in several areas
11. Circulate notes and minutes from teleconference and in person meetings
12. Proposal writing
13. Marketing material development
14. Administration in day to day functions

Skills and Interest

Strong skills and experience in written communication, research, planning, visual arts, web design and organization skills. This is suited for those with commitment, follow through and ability to work independently or as a team.

If you have any of these skills or interests, please send an email with your resume to ecmaany@gmail.com. This internship opportunity is for high schoolers, college students, professionals and all others interested in helping the Ethiopian community in the tri-state area under the guidance of a member of ECMAA. The internship is a great opportunity to build up experience for future professional endeavors, for public service credit in high school or college, or to give back to the community. Interns will have concrete deliverables such as updated websites, resource lists, outreach material, applications and a calendar of events. All interns will receive a letter of recognition for their contributions.