



For all Prospective Interns,

The chapter is seeking interns and volunteers with an interest in the United Nations. Our interns, and volunteers to a lesser degree, will both participate in UNA-EB events: education, advocacy, business center, and membership outreach. They will also have the opportunity to lead their own initiatives with the support of the UNA-EB.

The internship will be structured in a mentor-mentee format. Interns are encouraged to reach out to any mentor, outside of their own, to learn the Knowledge, Skills, or Abilities (KSA) that each mentor has to pass on.

Example of Mentor's KSAs:

<u><i>Mentor</i></u>	<u><i>KSA</i></u>
Suzanne Llewellyn	Fundraising, Project Management, Budget Management, Internal/External Communications, Marketing, Membership Outreach, Nonprofit Management
Professor Norman Bowen	Curriculum Development, Critical Thinking, Public Speaking, Project Management, UN issues
Alfredo Matthew	Teaching, Student Development, Intergenerational Dialogue, Project Management, Content Development
Clare Fischer	Teaching, Student Development, Newsletter Development, Critical Thinking, Education, Project Management, Ethical Standards, Tourism, Global Sustainability
Herb Behrstock	UNDP, International Development, Nonprofit Management, UN issues

Project-based KSAs:

<u><i>Project</i></u>	<u><i>KSA</i></u>
Dinner-Forum	Speaker Outreach, Setup of events, Marketing of Event, Content Development
Curriculum Development	Student Development, Writing, Marketing of Event
Trick or Treat for UNICEF	Curriculum Development, Content Development, Student Development, Recruitment of Teachers
Primary Education Kits	Organization, Evaluation of Content, Advertising



Outreach to schools	Develop mailings, Outreach, Management of Event
Film Project	Writing, Reviewing, Research
Community Outreach	Outreach, Marketing, Scheduling, Management of Programs
Center Library Project	Writing, Reviewing, Critical Thinking
Intergenerational Model United Nations	Media, Fundraising, Curriculum and Professional Development, Event Planning, Recruitment
Run for Peace	Fundraising, Event logistics, Project Management, Budget Management, Sponsor Outreach, Donor Outreach, Recruitment of runners, Advertising, Marketing, Online Registration Management
UN Day at Jack London Square	Event Management, Marketing, Logistics, Outreach to Public Officials
UNA Center	Staffing, Organization, Sales, Vendor Outreach

Procedure and Requirements for Application

1. Each intern will fill out an internship application. We will do our best to fit interns with their preferences/areas of interest.
2. The UNA-EB internship committee will send out an email notifying interns of whether or not they will be accepted for an interview and what mentor/project they will be assigned to.

Internship Format/Expectations

The internship is broken up into 3 parts: mentorship, education, and project completion. In each category, there are different expectations and requirements on the interns and the mentors.

Mentorship: The intern will have a primary mentor whose objective will be to introduce the intern to the UNA-EB and educate the intern about how to grow their own professional career. This mentor will serve as a sounding board for the intern and help guide the intern in the completion of their chosen project.

- Time commitment: We expect the intern to meet with (read: in person, over the phone, or skype) with their mentor at either's convenience at least 1 hour per week.

Education: The internship committee will organize weekly seminars devoted to a wide-range of issues, events, and information pertaining to the UN and international



development as a whole. These seminars will be lead by Board Members or advisors and will happen each Saturday.

- Time commitment: Each season (Fall, Spring, and Summer), the intern will be expected to attend at least one seminar per month.

Project Completion: The intern will be assigned a project or lead a new project, which will be proposed to and voted upon by the Board of Directors. The mentor will set tangible project markers for the intern and assign very concrete duties to be fulfilled within the necessary time-frame.

- Time commitment: The intern will be expected to give no more than 5 hours per week during the Fall and Spring season towards the completion of their project. During the summer, the intern will be expected to devote 10 hours per week.



UNA-East Bay Internship Application

Please use as much space as needed to provide your answers to the questions below.

Name:

Phone:

Email:

Best way to get in contact with you (phone, email):

What schools do you attend (name & location):

Year in School: _____ Major/Minor:

OR: Date of Graduation from College:

For which term(s) would you like to apply (Fall, Spring, Summer):

How did you hear about the UNA Internship Program?

What motivates you to sign up for the UNA-EB internship?

List your own KSAs that you believe will be useful to the UNA-EB:

Time Commitment

The internship requires about 5 hours per week except in the summer program where interns are expected to give 10 hours per week. Are you available 5 hours per week?



What other extracurricular activities are you involved in that might compete for time with your internship (clubs, job, and athletics):

What are your project preferences?
(see the list of potential internship opportunities and indicate which ones interest you)

Please attach your resume in addition to the answers to these questions in your email to us.

Thank you for applying!
Please return your application to: Alexander Labinov, Alexander.Labinov@gmail.com



Projects

General Projects

Dinner-Forum: This intern will manage the dinner-forum email and coordinate with the membership outreach committee for advertising dinner-forums. Additionally, the intern will help with recruitment of speakers and day-of setup.

Mentor: Unassigned, Project Leader: Jerry Weber

Projects through the Education Committee

Curriculum Development: Develop classroom modules on the MDGs or other UN topics. Typically, the intern would also write an article on the subject for the Chapter newsletter and prepare an informational flyer for distribution at Chapter events. Develop an annotated bibliography of existing Center curricula.

Season: Spring, Fall, Summer

Mentor and Project Leader: Professor Norm Bowen

Trick or Treat for UNICEF: Develop curriculum and presentations on UNICEF programs for use in schools. Expand the existing data-base of participating teachers. Recruit teachers to participate in the program.

Season: Fall (primarily month of October)

Mentor: Professor Norm Bowen, Project Leader: Carol Mosher

Primary Education Kits: Evaluate, update, and promote the use of the existing Primary Education Kits (available at the Center).

Season: Spring, Fall, Summer

Mentor: Professor Norm Bowen, Project Leader: Carol Mosher

Outreach to schools: Expand the existing schools data-base and develop mail, phone or email contacts in order to propose UN programming for the classroom.

Season: Spring, Fall, Summer

Mentor and Project Leader: Professor Norm Bowen

Film Project: Write summaries and accompanying curriculum for the existing film library. Research new UN-related films and recommend purchases to the Chapter.

Season: Spring, Fall, Summer

Mentor: Professor Norm Bowen, Project Leader: Beth Sibley

Community Outreach: Promote the UNA speakers program to community organizations and colleges. Schedule and oversee programs.

Season: Spring, Fall, Summer

Mentor: Professor Norm Bowen, Project Leader: Kevin Mann



Center Library Project: Write book reviews for the Chapter newsletter and for the Website. Reviews will primarily be of new books acquired by the Center Library.

Season: Spring, Fall, Summer

Mentor: Professor Norm Bowen, Project Leader: Beth Sibley

Large Projects (necessitate many interns)

Intergenerational Model United Nations: The Pasadena city-wide MUN conference is a partnership of the Pasadena/Foothills UNA, the Pasadena City College MUN club, and Pasadena Unified S.D. educators. It grew in stages from serving 80 students at Blair IB H.S. in 2008, to 3 high schools and 150 students in 2009, to 6 high schools and 180 students in 2010. The conference themes ranged from, Genocide in Darfur (2008)- Water Issues in the Middle East (2009) - Climate Change (2010). Each theme was identified in collaboration between the PUSD educators and a UNA academic advisor. Together the academic advisors created a resource handbook for participating teachers, and provided professional development for students to prepare for their first MUN experience. Conference logistics were coordinated between the UNA and PCC. The PCC MUN club members facilitated the day of conference committees and provided support to high school students in preparation for the conference.

In May of 2010, the UNA East Bay partnered with 2 Oakland Unified S.D. high schools to launch a pilot Oakland MUN. 100 youth from Life Academy and Mandela High School met at the Fremont H.S. campus and participated in a MUN on Climate Change.

The goal for 2011 is to coordinate a MUN conference at Laney College (or other local university campus), in collaboration between the UNA East Bay, Berkeley University, and Oakland youth and educators.

Season: Spring, Fall

Mentor and Project Leader: Alfredo Matthew

Tasks

- Media: Publicity/ Marketing/ Managing the Wiki page/ documenting the event
- Fundraising: Develop fundraising strategy, Budget preparation, grant writing, corporate sponsors, individual donor campaign; multi-year focus.
- Curriculum/ Professional Development: Identify the theme, resources, and delivery mechanism to youth and educators.
- Event Planning: Identify location; organize logistics of committees, transportation, speakers and food.
- Recruitment: Marketing to East Bay schools and learning communities, focus on reaching low income youth, breaking down the barriers to entry

Run for Peace: This run and walk is a fundraiser for the East Bay Chapter of the United Nations Association-USA and for the World Food Program. UNA-USA is dedicated to promoting Peace through international cooperation led by the United Nations. Your

registration fee will enable us to educate the local community and youth about critical issues faced by humanity and our planet, such as climate change, the roots of terrorism, and how the United Nations is leading the world's 192 nation states towards cooperation in solving these problems.

Season: Spring, Fall, Summer

Mentor: Suzanne Llewellyn, Project Leader: Run for Peace Organizing Committee

Tasks

- Marketing: Interns will recruit potential runners and market the event to the Bay Area community via email, newspaper, radio, and posters.
- Sponsor Outreach: Interns will reach out to potential sponsors that will ideally provide water, juice, food, and other items for the event.
- Course setup: Interns will organize and setup the course as well as plan out the timing scheme and awards ceremony.
- Other assignments to be determined!

Projects (no mentors, for volunteers)

UN Day at Jack London Square: The Jack London Square UN Day event, which centers on the raising of the UN flag, is the oldest tradition of the UNA-USA East Bay Chapter. It derives from the fact that, after the signing of the UN Charter in San Francisco in 1945, Oakland welcomed the UN flag after San Francisco had refused to be its permanent host. Over the years, the flag-raising has been a major event (in 1995 at the UN 50th and again in 2005 for the UN 60th) with exhibits, tabling by many NGOs, music, dance, speakers, films and Model UN simulations. In average years, the event has featured a parade of nations (with JROTC and other student groups marching with UN member flags), the UN flag rising, and a speech or two. A semi-formal luncheon followed the ceremony; for many years the luncheon was a major fundraiser for the Chapter. The JLS UN Day Committee is lead by a group of Chapter members in their eighties and nineties, for whom the flame of the UN still burns, but who need practical help in pulling off the event. A small group of interns could make this event happen in fall 2009 sustaining a long-standing UNA tradition, the only one we sponsor in Oakland and one of the few that reaches out beyond our traditional constituency.

Season: Fall

Project Leader: Mary Strauss and JLS UN Day Committee

UNA Center: The center sells UN items, UNICEF cards, international fair trade gift items (T shirts, jewelry, posters, etc.) and educational books for sale, Flags of all UN member nations (large ones available for rental as well as small flags and flag display). It also provides lending and reference of library books, UN reports, periodicals, and media covering the United Nations and issues related to the environment, human rights, development, women and children, education and health, and war and conflict. View latest additions to the collection.

Season: Spring, Fall, Summer

Project Leader: Carol Mosher



Mentor Bios

Suzanne Llewellyn, Board Member, Project: Run for Peace

Suzanne Llewellyn has a deep commitment to improving the lives of the most vulnerable people in the world—women, children, and the elderly—and strongly supports the United Nations as the best hope for humanity to set and abide by standards of human rights and justice that will eventually lead to peace.

She retired from a 33 year career with the University of California at Berkeley in 2006. Most of that time she served as the chief administrator for the Center for Occupational and Environmental Health (COEH), a three-campus teaching, research and service program with programs at Berkeley, San Francisco, and Davis. She coordinated the components of COEH, managed the budget, directed internal and external communications, managed a million dollar training grant, and mentored the development of special projects, such as ergonomics, a student research awards program, and green chemistry.

She has been a board member of the East Bay Chapter of the United Nations Association-USA since 1998 and served as vice president for membership, communications, and marketing. She has focused her efforts on strengthening the chapter's administrative services—initiating an online database management program for membership, establishing an online monthly calendar for members, reaching out to college students through the establishment of an internship program, and promoting more effective fund-raising efforts, including management of the annual Run for Peace.

Professor Norman Bowen, Board Member, Project: Education Committee

Norman Bowen is professor Political Science and Director of the International Studies Program at California State University, East Bay. He teaches courses in international relations, Western Europe, global political economy, international security, and the United Nations. He is faculty advisor to the Model United Nations Club. He previously taught at the University of Paris III and the American University of Paris where he had contacts with European international organizations. He actively promotes study abroad and supervises a student internship program. His areas of expertise are the history of the United Nations, UN peacekeeping, global public policy, and French foreign policy. He has been involved in UN-related teacher training workshops and curriculum building. He has also led workshops to train volunteers to make school presentations about the UN.

Alfredo Matthew, Board Member, Project: Model United Nations

I am a career educator with a passion for developing relevant, real world learning experiences for young people. I have taught U.S. and Global History for ten years in New York City, and Pasadena, CA. I founded a non-profit, Education without Borders International, to offer cross-cultural international travel experiences for youth from low-income communities. In 2008, I discovered the UNA in Pasadena and worked to implement a city-wide MUN conference for the public schools. I believe in the mission of the UNA, and feel the United Nations will only live up to its ideals when we have an



engaged citizenry aware of global issues and taking local action. My goal is to connect Oakland youth to the wealth of resources, people and experiences available through the UNA. Our project is to develop a city-wide Oakland MUN, to increase the access and equity of low income communities to the academic and social benefits of participation in the UNA.

Roaming Mentors (those not assigned to projects)

Clare Fischer, Board Member

Clare Fischer, Aurelia Reinhardt Professor Emerita in Religion and Culture of the Graduate Theological Union, Berkeley retired in 2005 but has continued to teach part time. In addition to courses in interfaith relations at the University of California, she instructs courses for the OLLI (Osher Lifelong Learning Institute) in the area of travel. She has taught and traveled in Indonesia and has written on aspects of Javanese and Balinese culture. Her commitment to the mission of the United Nations East Bay as a member of its Board of Directors is associated with her work for world peace and justice. She has been particularly concerned with the status of women worldwide and implications of gender discrimination in the context of work, family and power. Her current activities include research and writing about tourism and global sustainability.

Herb Behrstock, Chapter President

Herb Behrstock had a 31-year career in the United Nations with the United Nations Development Program where he worked in China, Kazakhstan, Benin, Haiti, Angola, Bhutan, and in Gaza as well as New York. Herb worked as manager of international development, organization policy and administration. He has served as President of the UNA-USA East Bay Chapter since 2006. The chapter team implements an ambitious program, achieving record-setting East Bay participation levels at events about the UN. Herb also has served as Regional Representative for Northern California and Hawaii since 2009 and has led the chapter delegation to UNA national meetings since 2006. He earned his BA in Economics at the University of Michigan, and his MA in International Economics from Johns Hopkins School of Advanced International Studies. He was awarded an Honorary PhD from Century University in California. Topics: the UN mission in today's world; UN reforms; the Millennium Development Goals; humanitarian and emergency assistance; development programs – what works and what doesn't; nation-democracy building; environment; women-in-development; human rights promotion and protection; the role of the private sector cooperation in development;

Phyllis Bischof, Board Member

Phyllis Bischof worked for thirty-five years as Librarian for African and African Collections at the University of California, Berkeley. Her work included building library collections which have grown to well over 400,000 volumes for these disciplines and providing research advice for students and scholars in these fields. She was active in the African Studies Association [U.S.] and the Africana Librarians Council, and published widely in the fields of Africana librarianship and the bibliography of both African and African American Studies.