Zechariah Etheridge

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Job Description:

Administrative assistant at Elimu Empowerment Center

What will you be doing? How will it be assisting the agency/organization?

I will be assisting Esther Idassi, the founder and CEO of Elimu Empowerment Center, with administrative work. This work environment does not call for my schedule to be set in stone since a lot of my responsibilities are to be done on my own time. While the center focuses on empowering immigrant and refugee youth through mentoring/tutoring services, I will be doing a lot of behind-the-scenes work. This includes: compiling data to be stored online, creating a more efficient sign-in method for the children, ensuring that the day-to-day operations go smoothly, and constantly upholding the philosophy of Elimu. The Elimu Empowerment Services Center is a grassroots organization that has grown very rapidly in the past three years. I will be helping to grow this organization by taking on a significant portion of the CEO’s workload in order for her to focus efforts on aspects of the organization that require her full attention.

How will you be applying your Sociological Imagination to your role as intern?

I will be applying my sociological imagination to the lives of the children I am working with at the Elimu Empowerment Center. A large majority of these kids were socialized in refugee camps, have extremely busy parents and are in need of positive role models in their lives who can help them succeed in America. Many people migrating to America have a flawed vision for what this country can actually offer them, so I will have the opportunity to educate these folks on how to actually get what they want out of this country. I will have to navigate cultural and language barriers at every turn in order to have a real impact on the children at the center.

**How will this internship help you in your future career goals? What connections might you make from this position that will be beneficial to your long-term plans?**

As someone who recognizes the severity of globalization and the growing need for cultural literacy, I feel that I have an invaluable opportunity working with Esther Idassi at EEC. I will gain experience in administrative tasks, program coordination, public speaking, African culture, website building and fundraising tactics. While I am not yet sure where I see myself in 10 years I do know that with my line of work, I will always be communicating with people from a different background than me. The experience I will obtain from working on administrative duties and structural work will be infinitely beneficial as every organization/business/group requires good planning and a strong foundation. I also anticipate being able to make a lot of wonderful contacts through this position. Already, I have been put in contact with the gentleman who founded ‘Toastmasters’ and is willing to teach me computer coding and the basics of website building. Ideally, I would utilize digital media and website building in my long-term career so I feel as if I am already headed down a golden path. Esther Idassi also shared with me a number of organizations she has been an integral part of, as well as some very influential people with whom she has had the opportunity to work .