



# *The Interfaith Conference of Metropolitan Washington (IFC)*

*“Advancing Justice, Building Community,  
Nurturing Understanding”*

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## **FALL 2015 INTERNSHIP OPPORTUNITIES**

### **Background:**

Prospective interns from a variety of educational institutions choose us because they have an interest in learning more about a non-profit interfaith organization. All internships with IFC are unpaid. However, the IFC is dedicated to providing a meaningful learning experience for all of its volunteer interns in exchange for their highly valued contributions. Interns participate in weekly staff meetings when possible and are provided with an opportunity to lead them periodically. They may also have a chance to attend meetings of the Board of Directors and the InterFaith Conference Assembly (our larger stakeholders' group), both of which have persons from our diverse member faith communities as representatives.

For over 35 years, the IFC has brought together diverse religious traditions to deepen understanding and to work collaboratively for justice in the national Capital region. Today the organization is comprised of 11 world religions. It is a model for interfaith work in the U.S. and abroad.

### **Desired Skills:**

- A willingness to work with persons of diverse faiths is required. Please give specific examples, if you can, in your email application.
- Experience with diverse faith communities and a personal faith commitment are helpful but not required.
- Being reliable, able to problem solve and do one's own work independently with minimal supervision is very important. Please give specific examples in your email application.
- Working cooperatively with staff and volunteers (including interns) of the InterFaith Conference is valued.
- Experience working in an office setting including answering phones and general inquiries is preferred.
- Competency in Microsoft Office Suite is essential; familiarity with it in a windows environment helpful. Knowledge of Facebook, Twitter, Google Applications and Constant Contact a plus.

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### **Program Intern**

In addition to supporting the overall work of the organization, this intern will work with staff and Board to implement program priorities including increasing religious literacy, organizing interfaith events and dialogues and responding to religious freedom challenges and other social injustices in the DC metropolitan area.

### **InterFaith Concert Intern**

In addition to supporting the overall work of the organization, this intern will assist the Concert Coordinator in planning our annual multi-religious concert. The 36th InterFaith Concert will be held at Washington Hebrew Congregation in November. Please note in your email any interest or experience you have in event planning.

### **Communications Intern**

In addition to supporting the overall work of the organization, this intern will assist the IFC to increase the region's exposure to our organization and to interfaith resources and events through traditional and social media. Knowledge of WordPress, Facebook, Twitter, and Constant Contact, is helpful. The intern will work with staff and Board members to enhance our online presence through expansion of our website and weekly email updates to constituents.

**To apply for any of these positions, please send your email inquiry and resume to Rabbi Gerry Serotta at [gserotta@ifcmw.org](mailto:gserotta@ifcmw.org) using as your subject line "FALL 2015 INTERNSHIP."**

**THANK YOU FOR YOUR INTEREST IN THE INTERFAITH CONFERENCE!**