



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

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

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## **FALL 2016 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 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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### **Emergency Directory Database and Outreach Intern**

In addition to supporting the overall work of the organization, this intern's primary responsibility will be to work on ways to enhance the database listings, to "get the word out" about the online directory, and to prepare the database for hardcopy printing. This popular IFC resource provides comprehensive information about critical services that enable over 300,000 families and individuals get the help they need through appropriate referrals made by non-profits, congregations, government agencies and others. This internship requires strong computer skills, attention to detail, and good oral and written communications skills.

### **InterFaith Concert Intern**

In addition to supporting the overall work of the organization, this intern will assist the Concert Coordinator (a contracted consultant) in planning our annual multi-religious concert. The 37th Annual InterFaith Concert will be held at a DC-based congregation. A dress rehearsal will take place approximately one week earlier. This intern will have primary responsibility for volunteer recruitment/management and for planning refreshments for the performers the afternoon of the concert. S/he will also assist the Concert Coordinator in collaborating with the leaders of the performing groups and the Artistic Director and for building attendance at the event (including distribution of complimentary tickets). This is a great opportunity to see a project through to completion in the course of only one short semester. Please note in your email any interest or experience you have in event planning and/or in a fund-raising event.

### **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. Competency with Facebook and Twitter is essential. Knowledge of Constant Contact is helpful. The intern will work with staff and Board members to enhance our online presence through regular email updates to constituents and Facebook/Twitter postings.

**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 2016 INTERNSHIP."**

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