



The Interfaith Conference of Metropolitan Washington (IFC)

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

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SPRING 2017 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. The IFC is dedicated to providing a meaningful learning experience for all of its volunteer interns in exchange for their highly valued unpaid contributions. Interns participate in weekly staff meetings when possible and are provided with an opportunity to lead them periodically. They are invited to attend meetings of the Board of Directors, schedule permitting, which have persons from our diverse member faith communities as representatives.

For more than 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. Working knowledge of Facebook, Twitter, Instagram, Google Applications and Constant Contact a plus.

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Dinner Dialogue Intern

In addition to supporting the overall work of the organization, this intern will work with staff and Board to coordinate a series of interfaith dinner dialogues to take place in DC area homes throughout May. Coordination involves recruiting hosts, facilitators and participants; managing an online registration process using Google applications; tracking participation; facilitating communication among all parties; and preparing and sending out supporting material; and evaluating the process. This position requires a highly detail oriented and organized individual.

Executive Office Intern

In addition to supporting the overall work of the organization, this intern will assist IFC's Executive Director by offering administrative and organizing support. Specifically, this intern will assist in the development of the Washington Interfaith Regional Outreach and Response effort (WIROC) underway. Working closely with the Executive Director, she or he will learn about the many facets of non-profit work.

Communications and Publicity 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, Constant Contact, Photoshop and PagePlus is helpful. The intern will work with staff and Board members to enhance our online presence through updates to our website, weekly emails to constituents and postings via Facebook and Twitter. She or he will keep IFC promotional material and contact lists up-to-date and organized for distribution and outreach purposes.

To apply for any of these positions, please send your email inquiry and resume to annd@ifcmw.org using as your subject line "SPRING 2017 INTERNSHIP." We'll be in touch with you soon.

THANK YOU FOR YOUR INTEREST IN THE INTERFAITH CONFERENCE!