



The Interfaith Conference of Metropolitan Washington (IFC)

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

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SUMMER 2018 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 40 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 highly 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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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 and ease with Facebook and Twitter is essential. Experience with Constant Contact, Photoshop and PagePlus is helpful. The intern will work with staff to enhance our online presence through weekly emails to constituents, a monthly e-newsletter and regular postings to Facebook and Twitter. She or he will keep IFC promotional material and contact lists up-to-date and organized for distribution and outreach purposes.

Community Organizer Intern

In addition to supporting the overall work of the organization, this intern will work with staff to organize the 2018 Unity Walk and the Washington Area Interfaith Response and Outreach Coalition (a regional interfaith network for rapid response and proactive education to respond to acts of religious and ethnic bigotry). This position requires strong communications skills (including phone and email), creativity, and attention to detail.

Emergency Services Database and Outreach Intern

In addition to supporting the overall work of the organization, this intern's primary responsibility will be to administer updates to the online Emergency Services Directory. This popular IFC resource provides comprehensive information about critical services that enable over 300,000 families and individuals get the help they need. The work of this intern to reach out to and instruct the providers how to update their listing is critical to ensuring the data is up-to-date and useful. The intern will also work on ways to "get the word out" about the directory. This may include contacting local libraries, professional social worker organizations, metro police, etc. This internship requires strong computer proficiency, attention to detail, and good oral and written communications skills.

Executive Office Intern

In addition to supporting the overall work of the organization, this intern will assist the IFC's Executive Director and other development staff and board committees by offering administrative and research support for the IFC's 40th Anniversary Campaign of Hope and Renewal. Specifically, s/he will assist in developing a plan to cultivate current and prospective donors of the IFC, researching Foundations that support non-profits working in the interfaith area, and expanding the outreach of the IFC to individual houses of worship across all denominations. Working closely with the Executive Director s/he will learn about the many facets of non-profit management and development.

To apply for any of these positions, please send your email inquiry and resume to annd@ifcmw.org using as your subject line "SUMMER 2018 INTERNSHIP." We'll be in touch with you soon.