



FALL 2021 INTERNSHIP OPPORTUNITIES

Internship positions may be virtual, hybrid or in person depending on latest health guidance.

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 over 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 Council is expected.
- 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 is critical.

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Development Intern

In addition to supporting the overall work of the organization, this intern's responsibilities will involve tasks associated with IFC's development strategy. They will support efforts in donor outreach, grant research, data collection, and marketing to enhance the organization's achievement of development goals. They will also work closely with the Development Assistant in the organization's Customer Records Management (CRM) system to monitor donor records and retrieve data for purposes of analysis.

Community Organizer Intern - FILLED

In addition to supporting the overall work of the organization, this intern will work with staff to organize grassroots programs and support 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.

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, Twitter and Instagram is essential. Experience with Adobe Suites is a strongly preferred. The intern will work with staff to enhance our online presence through weekly emails to constituents, a monthly enewsletter, regular social media postings and website calendar updates. She or he will create promotional material including flyers and ads. He or she will also keep IFC's publicity material properly stocked 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 "FALL 2021 INTERNSHIP." We'll be in touch with you soon.