



Interfaith Action, Inc.

P.O. Box 200
Sharon, MA 02067

August 20, 2010

Request for college intern:

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| POSITION | COLLEGE INTERNSHIP |
| LOCATION | ON-CAMPUS, WITH MEETINGS IN SHARON, MA |
| DATE | SEPTEMBER 20, 2010 – DECEMBER 20, 2010 |
| REPORTS TO | JASON SMITH, YOUTH PROGRAM DIRECTOR |
| COMPENSATION | \$500 STIPEND UPON COMPLETION OF DUTIES |
| TASK | Interfaith Action, Inc. is looking for a college intern to assist with the planning and recruitment process for the 2011 Teenage Interfaith Diversity Education Conference. |

Summary of organization:

Interfaith Action is a non-profit organization that trains teens to reach across religious, ethnic, and other boundaries to prevent fear and misunderstanding, dispel stereotypes, and create a more civil, peaceful society. Interfaith Action's Youth Leadership Program (YLP) currently brings together 60 high school students of diverse backgrounds to learn about the traditions of others, build friendships, and develop leadership skills. Program participants meet twice a month on Sunday evenings at different houses of worship in Sharon. Please visit www.ifaction.org for more information.

Summary of conference:

Interfaith Action's Teenage Interfaith Diversity Education (T.I.D.E.) Conference is a three-day teen-planned and teen-facilitated conference held at Northeastern University over Memorial Day Weekend—this year from May 27-29, 2011. The conference trains teens to communicate respectfully about divisive issues, develops leadership skills, fosters bonds and connections among diverse groups, and much more.

Internship responsibilities:

1. Work with IFA's Youth Program Director to develop conference recruitment goals and strategic action plans for the duration of the three-month internship.
2. Assist YPD with the supervision of the T.I.D.E. Recruitment Committee.
3. Engage with student leaders and provide them with regular, thorough updates.
4. Develop a comprehensive recruitment database using contact information and reports from previous recruitment efforts.
5. Assist IFA's Communications Coordinator with the online registration process.

Qualifications and Special Requirements:

1. Must be a current or recently graduated college student with a strong interest in community engagement or interfaith work.
2. Must be willing to work an average of 10 hours per week.
3. Must check e-mail regularly and respond to requests in a timely fashion.
4. Must be available and willing to meet at the Interfaith Action office in Sharon at least twice a month for supervisory updates and information exchange (accessible via public transportation on the MBTA commuter rail).
5. Experience in conference and event planning or non-profit work is a plus.

Deadline for applications: September 15, 2010

To apply: Send cover letter and résumé to Jason Smith, Youth Program Director

Application form may be returned to:

Mail:

Jason Smith
Youth Program Director
Interfaith Action, Inc.
P.O. Box 200
Sharon, MA 02067

E-mail:

jason@ifaction.org