



## *Interfaith Action, Inc.*

P.O. Box 200  
Sharon, MA 02067

April 11, 2010

### **Request for summer interns:**

<b>POSITION</b>	<b>HIGH SCHOOL SUMMER INTERNSHIP</b>
<b>LOCATION</b>	<b>IFA OFFICE, 1 MERCHANT STREET, SHARON</b>
<b>DATE</b>	<b>JULY 5, 2010 – JULY 30, 2010</b>
<b>REPORTS TO</b>	<b>JASON SMITH, YOUTH PROGRAM DIRECTOR</b>
<b>TASK</b>	Interfaith Action, Inc. is looking for two high school interns to work a 4-week summer internship to assist with project planning and administrative office support.

### **Specific responsibilities:**

1. Work with IFA's Youth Program Director and the Senior Intern to develop strategic action plans and accomplish tasks in a timely manner.
2. Plan and implement summer projects as needed and supervise project committees.
3. Scan and file IFA surveys from the 2009-2010 academic year.
4. Transcribe alumni interviews for IFA database.
5. Assist Betsy with website and media resources as needed.
6. Develop and create the 2010-2011 Senior Facilitator handbook.
7. Assist with office tasks and other administrative duties as needed.

### **Qualifications and Special Requirements:**

1. Must be a current high school student involved in the Youth Leadership Program.
2. Ability to spend 3 hours a day at the IFA office for the duration of the four-week internship.
3. Must check e-mail regularly and respond to requests in a timely fashion.
4. Ideal candidates will have participated in the Project Management Training or have some form of project management experience.

### **Deadline for applications: April 30, 2010**

### **Application form may be returned to:**

*Mail:*  
Jason Smith, Youth Program Director  
P.O. Box 200  
Sharon, MA 02067

*E-mail:*  
jason@ifaction.org

