**Programs Internship**

**Description**

**Position:** Programs Internship

**Application Deadline (Winter/Spring 2021):** 14 December 2020

**Duration:** Winter/Spring 2021(minimum of 3 months-- to be determined by intern and supervisor)

**Location:**Virtual

**INTRODUCTION**

*Religions for Peace* (*RfP*) is the only international multi-religious organization with affiliated and legally registered multi-religious leadership platforms around the world. Membership within these 90 national and six regional Interreligious Councils (IRCs) is built on the principle of religious representativity, reflecting the fabric of religious demography on those levels. Through these infrastructures, *RfP* advances common action among the world’s religious communities for a comprehensive, holistic and sustainable peace. For *RfP*, peace has always been more than the absence of war or violence. Indeed, the advancement of human dignity and shared well-being in harmony with the earth, with and through representative religious institutions and faith leadership, is at the heart of *RfP*’s understanding and vision of peace.

**RESPONSIBILITIES**

Interns will assist in multiple areas including programs, network coordination and communications. Responsibilities include:

* Assist in the full range of activities required to prepare, submit and manage grant proposals as well as prepare regular reports on specific program activities.
* Assist in organizing for *RfP*’s international events, meetings and conferences.
* Assist in the development of grant application materials, primarily through research and information collection.
* Compile data/information and assist in developing appropriate materials for dissemination of program outputs and outcomes.
* Support Program Officers and Director of Programs in the completion of daily tasks, keeping track of priorities and ongoing initiatives with partner organizations and interreligious councils.
* Provide other relevant assistance to the International Secretariat as required and assigned

**QUALIFICATIONS**

* College student or graduate student, majoring in: Religious Studies, International Studies, Public Policy, Non-profit Management or a related field
* Fast learners, tech savvy, and ready to multi-task
* Proficiency in Microsoft Office, especially Excel, Word, and PowerPoint.
* Display skills in research, data entry, intercultural communication, and the ability to analyze information with a keen attention to detail
* Knowledge of Adobe Creative Suite, experience writing professional posts for social media, and experience with grant writing and implementation would be preferable
* Interest or background in multi-religious work, strong interpersonal skills, ability to work efficiently in a multi-cultural environment, enthusiasm for learning, and reliability are pluses
* French, Arabic or Spanish language skills would be an asset.

**BENEFITS**

We are pleased to offer our interns a number of benefits:

* Support in receiving college credit
* Metro Card throughout the internship (if/when travel to New York office is required – travel will not be required during the COVID-19 pandemic)

\*All applicants are required to present their own active insurance enrollment.

**TO APPLY**

Please send a cover letter, resume, list of references, and an optional writing sample to Mr. Christopher Zefting [czefting@rfp.org](mailto:czefting@rfp.org) before 14 December 2020.

Because we receive a high volume of applications, only candidates who are invited to interview will be contacted. Thank you for your kind understanding.

**Communications Internship**

**Description**

**Position:** Communications Internship

**Application Deadline (Summer 2020):** 14 December 2020

**Duration:** Winter/Spring 2021(minimum of 3 months-- to be determined by intern and supervisor)

**Location:**Virtual

**INTRODUCTION**

*Religions for Peace* (*RfP*) is the only international multi-religious organization with affiliated and legally registered multi-religious leadership platforms around the world. Membership within these 90 national and six regional Interreligious Councils (IRCs) is built on the principle of religious representativity, reflecting the fabric of religious demography on those levels. Through these infrastructures, *RfP* advances common action among the world’s religious communities for a comprehensive, holistic and sustainable peace. For *RfP*, peace has always been more than the absence of war or violence. Indeed, the advancement of human dignity and shared well-being in harmony with the earth, with and through representative religious institutions and faith leadership, is at the heart of *RfP*’s understanding and vision of peace.

**RESPONSIBILITIES**

The intern will assist the Communications Department in its coverage of ongoing projects during and after the global COVID pandemic. **The following responsibilities will be completed with the direct involvement and support of the Communication team**.

The Communication intern will assist the Communications team in the following responsibilities:

* Collect, draft, and disseminate stories of RfP affiliates working on the ground in 90 countries
* Create graphic design materials for events, social media and other projects using Canva
* Research media outlets and pitch relevant work and stories to media
* Update the RfP website using WordPress
* Research media news stories on RfP and assist in updating social media for RfP International and the RfP Global Interfaith Youth Network
* Draft writing and design/web materials for ongoing projects
* Support media planning and digital strategy for events and webinars
* Provide other relevant assistance to the Communications Department as assigned

**QUALIFICATIONS**

* Currently enrolled college or graduate student, majoring in: Communications, International Studies, Political Science, Religious Studies, Public Policy, Non-profit Management or a related field
* Strong writing skills
* Fast learner, tech-savvy, and able to multi-task
* Proficiency in Microsoft Office, especially Excel, Word, and PowerPoint
* Ability to work virtually and hold oneself accountable to deliverables without in-person oversight
* Experience with WordPress and Gutenberg Blocks preferred
* Experience in graphic design, preferably using Canva preferred
* Experience writing professional posts for social media preferable
* Knowledge of Adobe Creative Suite preferable
* Interest or background in interreligious or religious work, strong interpersonal skills, ability to work efficiently in a multi-cultural environment, enthusiasm for learning, and reliability are pluses
* Proficiency in English required. French, Arabic or Spanish language skills would be an asset

**BENEFITS             ­­**

We are pleased to offer our interns a number of benefits:

* Support in receiving college credit (applicants must be currently enrolled in an educational institution)
* Metro Card throughout the internship (if/when travel to New York office is required)

\*All applicants are required to present their own active insurance enrollment.

**TO APPLY**

Please send a cover letter, resume, list of references, and an optional writing sample to Ms. Mary Grace Donohoe [mgdonohoe@rfp.org](mailto:czefting@rfp.org) before 14 December 2020.

Because we receive a high volume of applications, only candidates who are invited to interview will be contacted. Thank you for your kind understanding.

**Secretary General’s Office Internship**

**Description**

**Position:** Secretary General’s Office Internship

**Application Deadline (Winter/Spring 2021):** 14 December 2020

**Duration:** Winter/Spring 2021(minimum of 3 months-- to be determined by intern and supervisor)

**Location:**Virtual

**INTRODUCTION**

*Religions for Peace* (*RfP*) is the only international multi-religious organization with affiliated and legally registered multi-religious leadership platforms around the world. Membership within these 90 national and six regional Interreligious Councils (IRCs) is built on the principle of religious representativity, reflecting the fabric of religious demography on those levels. Through these infrastructures, *RfP* advances common action among the world’s religious communities for a comprehensive, holistic and sustainable peace. For *RfP*, peace has always been more than the absence of war or violence. Indeed, the advancement of human dignity and shared well-being in harmony with the earth, with and through representative religious institutions and faith leadership, is at the heart of *RfP*’s understanding and vision of peace.

To learn more about these priorities and our commitments, see our [Strategic Plan](https://rfp.org/about/).

More information about *RfP*: [www.rfp.org](http://www.rfp.org).

**RESPONSIBILITIES**

The intern will assist the Office of the Secretary General in ongoing programmes and projects:

* Maintain and update directory and database of interreligious councils, and partners in faith based-organizations, civil society and government.
* Research, synthesize information, and prepare profiles on interreligious councils, and religious leaders.
* Provide technical and logistical support for webinar planning and implementation.
* Support Secretary General’s Office in letter writing, scheduling and other communication.
* Provide other relevant assistance to the Secretary General’s Office as assigned

**QUALIFICATIONS**

* Currently enrolled undergraduate or graduate student, majoring in: International Studies, Political Science, Religious Studies, Public Policy, Non-profit Management, Communications, or a related field
* Strong writing skills
* Proficiency in Microsoft Office, especially Excel, Word, and PowerPoint
* Ability to work virtually and hold oneself accountable to deliverables without in-person oversight
* Strong interpersonal skills, ability to work professionally and sensitively in a multi-cultural environment.
* Fast learner, tech-savvy, and able to multi-task
* Interest/background in interreligious work, enthusiasm for learning, and reliability are pluses
* Fluency in English required. French, Arabic or Spanish language skills would be an asset

**BENEFITS**

We are pleased to offer our interns a number of benefits:

* Support in receiving college credit
* Metro Card throughout the internship (if/when travel to New York office is required – travel will not be required during the COVID-19 pandemic)

\*All applicants are required to present their own active insurance enrollment.

**TO APPLY**

Please send a cover letter, resume, list of references, and an optional writing sample to Ms. Emma Jackson [ejackson@rfp.org](mailto:ejackson@rfp.org) before 14 December 2020.

Because we receive a high volume of applications, only candidates who are invited to interview will be contacted. Thank you for your kind understanding.