

# VCU World Studies

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

## Initiatives of Change

[www.us.iofc.org](http://www.us.iofc.org)

**Availability:** Offered fall and spring.

### Internship Contact:

Katie Hathaway  
Operations Manager  
2201 West Broad Street, Suite 200  
Richmond, VA 23220  
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Initiatives of Change is a global network open to people of all nationalities, cultures, and religions who work towards change, locally and globally. With more than 60 years of experience, Initiatives of Change - USA works to inspire, equip, and engage citizens with the qualities of integrity and courageous leadership needed to establish collaborative communities. This distinctive approach enables people of different faiths and cultures to accept shared responsibility for change.

### Intern Responsibilities:

- Website maintenance
- Database Management (SAGE)
- Assist with newsletters, press releases and other communications
- Attend to office inquiries
- Assist with event management
- Assist with new programming and Campus Outreach
- As Needed (additional responsibilities for those with exceptional skills or background)

### Language/Skill Requirements:

Required:

- Good command of the English language for writing purposes.
- Strong writing and editing skills.
- Proficiency in Microsoft office applications (Word, Excel, Power Point)
- Comfort with working in diverse environments.

Preferred:

- Experience working with Adobe Photoshop and/or InDesign
- Knowledge of New Media Marketing
- Previous knowledge of SAGE databases

### Hours & Pay:

- Average of 10-15 hours per week but no more than 20 hours.
- Hourly rate is \$9.00

**Application Process:**

- Please contact by Email: [Katie.Hathaway@us.iofc.org](mailto:Katie.Hathaway@us.iofc.org).
- Provide your resume and references.
- Provide writing sample and/or a design sample if available.
- We require an interview before hiring.

**Updated:** 7/27/2012