

VCU World Studies

Virginia Commonwealth University

INTERFAITH COUNCIL OF GREATER RICHMOND

<http://www.icgr.org/>

The sorts of skills that are expected of qualified interns

- Computer skills - Word, Excel, PowerPoint; Web Design; Blogging
- Ability to communicate by phone and in person with persons from a variety of backgrounds
- Desire to be of service to an interfaith community

Time commitments required of interns

- 10 to 20 hours per week
- Some from home/online; some at our meetings/programs

A brief description of internship tasks and duties

- Several possibilities, depending on our needs and the skills of the intern:
- Member confirmation - make phone calls to confirm current contact information for members
- VCU Survey - make phone calls to initiate survey
- Website - work with current webmaster to update website; include Blog component that will update our Facebook page/group
- Historian - assist board to sort and file meeting minutes, program/event flyers and handouts,
- Videographer - attend programs/events during the school year to record and publish on web/Facebook
- Programs/Event assistant - help Programs VP to plan and coordinate programs during the school year
- Youth Award preparation – formatting letters for print to mail to schools and Honorees
- Editing of student information for program and Media relations to publicize event and recognize BSYA Honorees
- Accounting – transferring past records into Excel to import to new QuickBooks
- Help coordinate true Interfaith Partnerships between Places of Worship (PW) for CARITAS – This would give the Intern exposure to both ICGR, the individual PW and CARITAS.

A description of the skills and experiences that interns will acquire throughout the duration of their internship

- interaction/participation with ICGR board and members
- communication with many people they haven't met before
- event planning
- computer skills in real-life environment outside the classroom

Additional application information/processes that a prospective intern would need to be aware of:

- Prospective Intern must meet with one or more members of ICGR Board before finalizing the approval and assignment.
- A Memorandum of Understanding should be executed with the plan for how the Intern will fulfill VCU requirements for time with the tasks for ICGR.