



Position Title

Global Studies Intern

Time Commitment

Part-time (5-10 hours/week from November to May 2024) or as mutually agreed between by supervisor and intern. Hours may vary from week to week. Work can be conducted primarily online with the exception of occasional in-person programs and events. A weekly check-in with supervisors on Zoom will be required. Opportunities for involvement may continue in the summer when we host a new cohort of international students at Temple University.

Position Description

Each summer, the Dialogue Institute hosts cohorts of international students in a five-week program on religious diversity and democracy in partnership with the U.S. Department of State. Since 2010, we have hosted more than 350 participants from nearly 60 countries, but a majority are from Egypt, Lebanon, Iraq, India, and Indonesia. This internship will include researching alumni and seeking updated information pertaining to their organizational affiliations, professional skills, expertise, and current contact information. There will also be opportunities to connect with recent alumni who are implementing their community action plans in their home countries. Additionally, the intern will collaborate with staff and former students to develop a country profile and list of resources pertaining to the themes of religious diversity and democracy in the five countries referenced above.

Responsibilities

- Develop country profiles related to the theme of religious diversity and democracy for the five countries affiliated with our SUSI students: Egypt, Lebanon, Iraq, India, and Indonesia.
- Attend SUSI student virtual follow-on program events throughout the school year.
- Research peer organizations around the globe that can provide opportunities for collaboration and support of student alumni.
- Conduct research on program alumni by analyzing contact records and reaching out to alumni for additional information.
- Assist our social media coordinator in sharing resources, organizational updates, and opportunities with our program alumni.

- Assist in promotional and support activities related to any virtual events.
- Assist with populating a Google map of program participants and identify clusters of topical interest to facilitate networking and collaboration among our global leaders
- Other administrative duties as assigned.

Accountability

The intern will report directly to the executive director and the SUSI Student program director.

Requirements

- Sensitivity to cultural and religious differences; openness and commitment to dialogue
- Excellent organizational skills and mature judgment
- Professional demeanor in correspondence with alumni
- Attention to detail with data collection and an ability to work with deadlines
- Basic skills in communication via social media and other digital platforms
- A knowledge of or willingness to learn constituent relationship management software such as Salesforce is particularly welcome

Internship Benefits

- Develop skills in organization, administration, and research
- Acquire a deeper understanding of global issues related to religious diversity, governance, and civic leadership
- Opportunities to correspond with global leaders and learn about how they advance understanding, collaboration, and dialogue across cultural, religious, and political divides
- Gain experience working for a non-profit
- A monthly stipend is available.

About the Dialogue Institute at Temple University

The Dialogue Institute engages religious, civic, and academic leaders in practicing the skills of respectful dialogue and critical thinking, building and sustaining transformative relationships across lines of religion and culture. It provides resources and creates networks for intra- and interreligious scholarship and action that value difference and foster human dignity. Please visit the website to learn more: <https://dialogueinstitute.org/>

How to Apply

The preferred method for application is via the Handshake platform. Applicants can search for the organization. In lieu of this, applicants may send a resume and a cover letter describing their specific interest in the internship to dk@dialogueinstitute.org. Applicant letters should demonstrate a basic understanding of the organization's overall purpose and mission.