



## **INTERNSHIP JOB DESCRIPTION FALL 2018 - SPRING 2019**

Wisconsin Faith Voices for Justice unites progressive people of faith toward creating a state whose people and government address the real needs and raise the dignity of the hungry and poor; care for and heal the sick; and truly listen to the voices of all citizens. Drawing from the wisdom of our faith traditions, we accomplish this through educating our members and the broader community and advocating with our legislators to advance the common good.

Our primary areas of concern include health care reform, and repairing the social safety net, particularly concerning issues of hunger and food insecurity, housing and homelessness. One of our initiatives is the **Dignity at Work Coalition**, a coalition of faith groups, advocacy organizations, direct service organizations, and labor. The Dignity at Work Coalition works to build bridges and create new partnerships to advance issues related to sustainable work that sustains families. The Coalition's issues include a living wage, sustainable hours, paid sick leave, paid family leave, affordable, quality child-care, access to public transportation, an end to gender and racial discrimination in hiring and employment practices, and a voice at work.

We are seeking an intern for the fall semester of 2018, with a possibility of extending into the spring semester. The intern is responsible for arranging for academic credit for the internship and for satisfying all academic requirements for the internship.

### **Duties and Responsibilities:**

- Assist in projects of the Dignity at Coalition:
  - Provide administrative and logistical support for meetings
  - Take primary responsibility to develop the Speaker's Bureau, including:
    - Outreach to organizations to recruit expert speakers
    - Set up orientations and trainings for speakers
    - Outreach to potential organizations to promote Speakers Bureau and set up speaking events (congregations, civic organizations, schools, etc.)
    - Staff speaking events
    - Write a report to the Steering Committee on progress and next steps for follow up in the spring and next year.
- Assist in event planning for WFVJ's Interfaith Community Building initiative and other programs and initiatives
- Help build WFVJ's social media presence
- Other duties as assigned

### **Qualifications:**

- Good written and oral communication skills
- Ability to work independently and to multi-task
- Ability to work with Facebook, Twitter, and other social media
- Available to work a minimum of five to ten hours per week
- Familiarity with working in an interfaith setting a plus
- Work some weekends and evenings
- Must have own transportation, access to a laptop and cell phone

**Working conditions:**

- Supervisor – Rabbi Bonnie Margulis, President of the Board
- Work from home and with Rabbi Margulis in her home office on Madison’s west side

**To apply:**

Send resume, cover letter and three references by August 15 for a fall internship, to Rabbi Bonnie Margulis, [rabbibonnie@charter.net](mailto:rabbibonnie@charter.net) . If you have any questions, please email Rabbi Margulis or phone her at 608-827-9482.