



MINNESOTA COUNCIL OF CHURCHES

## Internship Position Description

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### Position Title: Taking Heart

**Position Description:** Taking Heart is a program which brings Muslims and non-Muslims together for conversation and food. During the month of Ramadan, which will take place in August of 2011, a series of Taking Heart events are planned to coincide with Iftar meals at mosques in the area. The intern will assist with organizing these events.

**Supervision:** The intern will report to the Director of Unity and Relationships.

### Primary Duties:

- Create and maintain social media about the events.
- Record minutes at steering committee meetings and distribute.
- Run errands, pick up food, etc.
- Assist in registration at Taking Heart Events
- Collect and maintain lists of contacts and participants
- Help create materials such as maps, handouts, signs, etc.
- Check all material for accuracy
- Enter participants information into data base
- Other tasks as assigned.

**Time Commitment:** Scheduling is flexible, but it is expected that the intern would dedicate 5 – 10 hours a week to the work. The internship is unpaid. The internship will run from May 2011 through August of 2011.

### Qualifications:

- Background or coursework in Global or Comparative religion recommended
- Knowledge of Islam, or willingness to learn
- Comfort with use of various social media platforms
- Assertiveness, confidence, and a positive attitude
- Computer literacy with Microsoft Office, Filemaker Pro and internet use
- Ability to speak, read, and write fluently in English
- Ability to work independently and problem-solve
- Flexibility, good humor, and perseverance

**Location:** The internship is located at the Minnesota Council of Churches, at 122 W. Franklin Ave., Suite 100, Minneapolis, MN, 55404. A computer station and phone can be available for scheduled times to work from the office.

**To Apply:** Send letter and resume to Gail Anderson at [gail.anderson@mchurches.org](mailto:gail.anderson@mchurches.org). For questions call Gail at 612-230-3210.