

(Please Post Widely)
Internship
American Friends Service Committee
Inclusive Justice Program
Formerly, Lesbian, Gay, Bisexual and Transgender (LGBT) Issues Program

JOB TITLE: Program Intern/Assistant

TIME COMMITMENT: 20 – 30 hours per week; July 2008 – December 2008

SALARY: \$8.00 - \$12.00 hourly commensurate with experience (no insurance benefits)
Mileage reimbursement for work travel

LOCATION: Traveling throughout Michigan;
Mobile Office provided (computer and phone);
Main Office located @ 319 Braun Court; ANN ARBOR, MI

REPORTS TO: Program Director

APPLICATION DEADLINE: June 30, 2008

PROGRAM DESCRIPTION: The Michigan American Friends Service Committee (AFSC) Inclusive Justice Program is grounded in the Quaker belief of the presence of God in every individual and that therefore each person is uniquely precious and entitled to full freedom of life and expression. This understanding is at the heart of AFSC's long-standing commitment to work in support of same gender loving, lesbian, gay, bisexual, transgender and queer people. The Michigan AFSC Inclusive Justice Program is responsible for organizing communities and people of faith and spirituality on a statewide level to lift up a powerful and prophetic justice seeking voice for Same Gender Loving (SGL), Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) rights and recognition.

RESPONSIBILITIES:

- Assist the Program Director with Faith Based Research, Event Coordination and Administration
- Assist with Peacebuilding Trainings (PBT) (non-violent dialogue), Faith Action Network (FAN), Faith Empowered (FE) and Together In Faith (TIF) Collaboratives
- Assist with entering data and maintaining a database and mass e-mail distribution
- Manage booths at various events and engage communities in pledge signing and actions to address legislation and local ordinances as needed
- Assist with the development of a FAN handbook, putting the handbook online
- Conduct outreach in Michigan Faith Communities as needed
- Other duties as assigned

QUALIFICATIONS:

- Two years of experience in research, event coordination and administration
- Ability to communicate compassionately and effectively, orally and in writing
- Computer proficiency in Microsoft Office (Word, Excel, PowerPoint) and Internet communication and research
- Graphic/Web Design and Macintosh systems experience a plus
- Two years of experience in successful relationship building and conflict resolution

- Willingness and ability to work within guidelines of an international organization and statewide program with supervision from Program Director
- Ability and willingness to create and sustain professional, inclusive and safe space for staff and volunteers
- Demonstrated ability to multi-task, meet deadlines, complete projects and follow-through on assignments
- Ability and willingness to work independently and as part of a team
- Knowledge or willingness to learn about faith traditions, SGL, LGBTQ issues, history of peace, anti-oppression and liberation work
- Interest and ability to work with people of diverse backgrounds, including but not limited to: differing religions/spiritualities, identities, orientations, ethnicities, ages, abilities and socio-economic backgrounds
- Will be required to work some evenings and weekends and to travel; Possess a valid driver's license and have access to transportation
- Commitment to Quaker values and testimonies; Understanding of and compatibility with the principles and philosophy of the American Friends Service Committee (AFSC), including non-violence and the belief in the intrinsic worth of every individual

SALARY & BENEFITS: Starting salary will be \$8.00 - \$12.00 hourly, depending on experience, p/t, contractual and temporary 20 – 30 hours per week; Mileage reimbursement for work travel; computer and cell phone provided.

This internship is an excellent opportunity to work closely with a statewide program within the international organization of the American Friends Service Committee. The successful candidate will work closely with Program Director and assist with the coordination of the program as a whole. The Intern will be afforded the opportunity to hone leadership skills, conduct needed research, effectively develop resources, build administrative resources and respond to the variety of Inclusive Justice related inquiries and requests. This is a wonderful opportunity for the successful candidate to do build and exercise skill sets with people who, like the intern, seek to make a difference in their faith traditions, local and state communities and the world.

APPLICATION: To apply send: resume, cover letter, references and 2 letters of recommendation to: inclusivejustice@afsc.org

The American Friends Service Committee is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, race, age, sex, gender identity, sexual orientation or disability.