



Center for Dialogue and Action Intern Service Description

Position Title: Center for Dialogue and Action Intern

Matched With: Pete Willner (Strategic Partnerships & Dialogue Manager)

Reports To: Jennie Prouty (Community Engagement Manager)

Last Updated: September 2025

Agency Mission

"InterFaith Works affirms the dignity of each person and every faith tradition, builds racial and religious equity, and creates bridges of understanding among us."

Agency Vision Statement

"InterFaith Works builds bridges of understanding to affirm the dignity of all people in Central New York. Working with the different faith communities and the diversity of the region's people, we address deeply embedded social divisions. Informed and influenced by the values and ethics of the faith traditions, we work with the community to find common ground on its issues. Using the tools of interfaith and cross-cultural dialogue, we create life-changing experiences that lead to actions for the creation of a more equitable and loving community."

Center for Dialogue and Action Description

El-Hindi Center for Dialogue & Action promotes social equity to foster mutual understanding and trust through dialogues, interfaith programming, and food justice programs.

Purpose

The Center for Dialogue and Action (CDA) Intern would assist the CDA team across its array of social justice programming, action-oriented programming, and food justice programming.

Time Commitment

As determined by professor or college intern program requirements.

Qualifications

- Passion for social equity
- Willingness to work with others who are from diverse backgrounds
- Detailed-oriented, excellent communication skills, and social awareness
- Computer proficiency – Microsoft Office suite
- Self-directed and works well on a team
- Adhere to confidentiality policies on behalf of program clients (people and organizations)
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills; and strong organizational and planning skills
- Ability to work collegially with other staff, interns, volunteers, and outside community members

Duties:

- Supporting the Director in administrative matters
- Supporting the CDA team in logistics for social justice dialogue programming
- Filing and preparation of materials for dialogue programs (in schools and organizations)

- Attend meetings within office and in the community with partners
- Supporting the Food Justice Program, including data analysis, research, and report preparation.
- Possible facilitation training
- Assist in ways to improve department effectiveness and efficiency
- Employ organizational standards for confidentiality pertaining to the personal and/or sensitive information of each client, as applicable
- Record your intern hours in the provided link during your orientation

Trainings

- Attend in-house trainings and meetings, as requested
- Completion of IFW intern application, and orientation material
- Attend Upskilling trainings to improve upon job skills