



Dialogue Institute Internship Program

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Dialogue Institute promotes mutual understanding, respect, and cooperation through shared experiences. Our internship program offers a unique opportunity to immerse yourself in a cross-cultural setting, develop lasting friendships, connect with local leadership, and gain confidence—all while enjoying an exciting and memorable experience.

Internship Benefits:

- Hands-on Experience: Engage in office operations, marketing, communication, and event support.
- Skill Development: Enhance your leadership and teamwork skills.
- Professional Contributions: Make meaningful contributions through community-building projects and daily tasks.

Compensation:

- College interns: \$14-17 per hour
- High school interns: \$10-12 per hour

About the Dialogue Institute Internship Program: Dialogue Institute is a 501(c)(3) non-profit organization that hosts community-based gatherings to cultivate friendship, celebrate diversity, strengthen civic dialogue, and deepen intercultural awareness among DFW's diverse ethnic and civic groups.

Internship Program Highlights:

- Mission and Operations: Learn about our mission and daily operations.
- Intern Duties and Expectations: Understand your roles and what we expect from you.

- Paid Internships: Earn while you gain experience.

For questions or clarifications, feel free to reach out to the Intern Coordinator at youth@thedialoginstitute.org.

General Requirements

- Eligibility: Open to high school, undergraduate/graduate students from an accredited college or university.
- Academic Performance: Minimum 2.5 GPA required
- Commitment: Must be able to commit to a full academic year (1-3 years).
- Work Hours: Applicants must be able to intern 10-15 hours/week on a flexible schedule that may include evenings and weekends (which will count toward internship hours).
- Attendance: Interns should notify at least 24 hours in advance of any planned tardiness or absence.
- Appearance: Maintain a clean, neat, and modest professional appearance, projecting a businesslike image.
- Orientation: Attend and successfully complete the orientation prior to the internship.
- Diverse Communication: Ability to respectfully communicate and work with diverse community groups in age, religion, denomination, and ethnicity.
- Hour Tracking: Track your hours using the timesheet provided by your assigned supervisor.
- Specific Requirements: Individual internship postings may have specific requirements, so read each description before applying.
- This position may require helping with logistics prior to, during, and after meetings/events.

Internship Dates

- Orientation Date: August 5th, 2024
- Interning Period: August 6th, 2024 - May 30th, 2025
- Application Deadline: August 2nd, 2024

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INTERNSHIP OPPORTUNITIES:

Administrative Intern Responsibilities

Office Management:

- Assist in the day-to-day management of the office.
- Maintain supplies and organize files.
- Ensure a clean and efficient workspace.
- Support staff with various administrative tasks.

Data Entry and Record Keeping:

- Maintain accurate and organized records of the organization's documents and databases.
- Update contact information, track volunteer hours, and manage event registrations.

Scheduling and Coordination:

- Help coordinate meetings, appointments, and events by managing calendars and sending reminders.
- Assist in booking venues, arranging travel, and preparing materials for meetings and events.

Communication Support:

- Draft and send out communications such as emails, newsletters, and memos.
- Manage the organization's correspondence and respond to public inquiries.

Event Support:

- Assist in planning, coordinating, and executing events like workshops, seminars, and community service activities.
- Handle logistical arrangements, communicate with participants, and ensure events run smoothly.

Project Assistance:

- Contribute to larger, long-term projects by providing administrative support.
- Perform research and data analysis and assist with developing and implementing new initiatives.

General Administrative Tasks:

- Perform general administrative duties such as answering phones, managing mail, and greeting visitors.
- Provide support to various departments as needed.

Cultural & Educational Programs Intern Responsibilities

Art Contest:

- Organize and manage an art contest for local artists from diverse backgrounds.
- Encourage artists to express their cultural and religious identities through art.
- Showcase cultural diversity and bridge understanding within the local community.

Local Community Engagement:

- Collaborate with community leaders and organizations to identify engagement opportunities.
- Organize workshops, seminars, or events to educate the community about different cultures and faiths.
- Foster unity and shared values through local engagement.

Representative Outreach:

- Act as a representative of the organization in various community settings.
- Attend community meetings, events, and gatherings to connect with individuals from different backgrounds.
- Establish relationships that contribute to the organization's mission.

Community Dialogue:

- Participate in and facilitate community dialogues among individuals from diverse backgrounds.
- Promote empathy, dispel misconceptions, and encourage mutual respect through open discussions.

Event Support:

- Help plan, coordinate, and execute events such as the Annual Abrahamic Traditions Dinner, Friendship & Dialogue Dinner, and Interfaith Ifar Dinners.
- Handle logistical arrangements, communicate with participants, and ensure smooth event execution.

Long-Term Projects:

- Contribute to larger, long-term projects focused on fostering cultural exchange and interfaith collaboration.
- Engage in research, strategic planning, and partnership development to support these initiatives.

Marketing & Media Relations Intern Responsibilities

Content Creation:

- Create educational content on interfaith collaboration, cultural exchange, and pluralism.
- Write articles, create videos, and design materials that promote understanding and tolerance.

Press Releases:

- Draft and distribute press releases about important updates and events.
- Collaborate with team members to gather information and craft compelling narratives.
- Ensure accurate and timely dissemination to media outlets.

Media Relations:

- Manage and enhance the organization's relationship with media outlets.
- Coordinate media coverage, respond to inquiries, and maintain a media contact database.
- Assist in organizing media events to boost visibility and outreach.

OPED Writing:

- Write opinion editorials (OPEDs) that articulate the organization's viewpoints on social issues.
- Research topics, develop well-reasoned arguments, and submit pieces to publications.
- Influence public opinion and advocate for the organization's mission.

Database Management:

- Maintain an organized database of participants, partners, and community members.
- Ensure effective communication and engagement with the organization's network.

Event Support:

- Plan, coordinate, and execute events such as the Annual Abrahamic Traditions Dinner, Friendship & Dialogue Dinner, and Interfaith Iftar Dinners.
- Handle logistical arrangements, communicate with participants, and ensure smooth event execution.

Long-Term Projects:

- Contribute to long-term projects aimed at fostering cultural exchange and interfaith collaboration.
- Engage in research, strategic planning, and partnership development to support these initiatives.

Community Engagement Intern Responsibilities

Volunteer Coordination:

- Organize and manage volunteer programs supporting community service initiatives.
- Recruit volunteers, coordinate training sessions, and ensure effective communication and engagement.
- Create a supportive environment for volunteers to contribute meaningfully to community projects.

Local Partnerships:

- Collaborate with local organizations and community leaders to build and maintain partnerships.
- Identify potential partners, facilitate joint initiatives, and foster relationships that enhance community engagement and support.

Interfaith Engagement:

- Organize and facilitate interfaith dialogue sessions promoting open discussions and mutual understanding among diverse religious backgrounds.
- Plan events, coordinate speakers, and create an inclusive environment for meaningful exchanges of ideas.

Events Coordination:

- Plan, coordinate, and execute community service events addressing local needs and promoting civic engagement.
- Handle logistical arrangements, manage volunteers, and collaborate with community stakeholders to ensure successful and impactful events.

Event Support:

- Help plan, coordinate, and execute events such as the Annual Abrahamic Traditions Dinner, Friendship & Dialogue Dinner, and Interfaith Iftar Dinners.
- Manage logistical arrangements, communicate with participants, and ensure smooth event execution.

Long-Term Projects:

- Contribute to long-term projects aimed at fostering cultural exchange and interfaith collaboration.
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If the accepted applicants are not able to start their internships on time, they are required by Dialogue Institute rules and regulations to notify the Internship Director with a valid reason 2 weeks in advance for additional arrangements.

We thank all applicants for their interest; however, only applicants selected for an interview will be contacted.

All internships are in person.

If you have any questions, please contact us by email; [**youth@thedialoginstitute.org**](mailto:youth@thedialoginstitute.org)

HOW TO APPLY

Please visit our website to fill out the application form.

<https://www.dialoguedallas.org/intern>

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