



**Intern - Job Description**  
Spring Semester 2024  
January 16 - April 12, 2024

**Position:** IRF Summit Intern

**Reports to:** The IRF Summit Intern will report to the Deputy Director and will also be answerable and available to the Executive Director.

**Job Overview:** The role of Intern for the IRF Summit will primarily focus on logistical and administrative support surrounding the IRF Summit 2024, which will take place January 30-31, 2024. The Intern will work closely with a variety of team members and the IRF Summit's professional event planners to ensure that the Summit is a success. He or she will also help to handle communications with partners and participants and handle administrative details leading up to and after the event.

**Responsibilities and Duties**

- Handle various administrative duties as assigned in a prompt and professional manner.
- Respond to participant inquiries about event logistics with tact and precision.
- Be available to assist the Summit's professional events team as necessary, including in moving materials and interacting with hotel staff.
- Assist in managing Summit volunteers, serving as a resource to them in their roles.
- Contribute to the creation and sending of various follow-up materials to participants and Summit partners after the event.
- Other duties as assigned.

**Qualifications:**

- Education level: Current enrollment in a four-year college degree preferred.
- Experience: Work in a professional setting conducting administrative tasks and interfacing with customers. A general grasp of international relations a plus.
- Personal characteristics: Should be highly self motivated and diplomatic, able to work with difficult people and under pressure without becoming rattled.
- Demeanor: Should be comfortable working with a wide range of religious and political perspectives in a respectful and productive manner.
- Location: Must be present at the IRF Summit 2024, to be held in Washington, D.C. the week of January 28, 2024.
- This role may involve some physical exertion as part of the running the Summit event.

If interested, please apply by sending your resume and cover letter to [manus.churchill@irfsummit.org](mailto:manus.churchill@irfsummit.org).