



## IRF Summit Intern

**Work Location:** Remote; presence at February 2026 event in Washington, D.C. required

**Position Type:** Part-Time

**Dates:** September 8, 2025 - February 13, 2026

The role of Intern for the [International Religious Freedom \(IRF\) Summit](#) will primarily focus on logistical and administrative support surrounding IRF Summit 2026, which will take place February 2-3, 2026. 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 the event. The IRF Summit Intern will report directly to the Operations Manager.

### Key Responsibilities

- 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 materials to participants and Summit partners.
- 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 is a plus.
- Personal characteristics: Should be highly self motivated and diplomatic, able to work with a variety of personalities 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: Remote work, but must be present at IRF Summit 2026, to be held in Washington, D.C. the week of February 1, 2025.
- This role may involve some physical exertion as part of the operating the Summit event.

### To Apply

If interested, please apply by filling out this form: <https://tinyurl.com/3ez3bu9j>