



<https://sustaineddialogue.org/job/summer2024fellow/>

## Summer 2024 Program and Operations Fellow (100% Remote)

### Description

**We are seeking an organized and responsible student leader to join our team this Summer.**

The Sustained Dialogue Institute is a non-profit organization dedicated to improving challenging relationships and coming to action in intergroup conflicts that arise in communities around the world. We work with individuals, communities, college campuses and organizations to build relationships, promote inclusion, and address social justice issues. Our team is composed of passionate and dedicated professionals who believe in the power of dialogue to bring about positive change.

**Our mission** is to develop everyday leaders who engage differences as strengths to improve campuses, workplaces, and communities. Our goal is to transform relationships to design change in the world and to equip the next generation of leaders with tools to create inclusive workplaces and communities.

**Our Process:** Rooted in the conflict resolution work of senior Middle East diplomat Hal Saunders (who served under five different presidential administrations, was a key drafter of the Camp David Peace Accords, and Assistant Secretary of State, and is featured in the movie *Argo*!), Sustained Dialogue® is a five-stage process that (1) transforms relationships in order to (2) design community change.

As a dynamic, creative, and small nonprofit, SDI offers a unique internship experience. Interns/Fellows work closely with upper-level SDI staff to deliver mission-based work that contribute to their personal growth and development.

Ideal candidates will be passionate about fields including: civic engagement, youth dialogue, diversity, equity and human rights, and conflict management.

### Responsibilities

(Tailored to the individual based on skills and organizational need)

- Support SDI as we build the organization and create new connections and opportunities. This support may include: designing materials, supporting coalitions with other organizations, attending virtual meetings with the Executive Director and Program Director and/or other administrative tasks.
- Provide support for SDI virtual and in-person events for workplaces, campuses, and in communities.
- Write and develop new SDCN program materials and resources for students, including issue guides, manuals and dialogue curricula
- Provide support for the Sustained Dialogue Summer Leaders' Summit and other events or trainings offered by SDCN on July 2024 in Washington, DC. This support may include: disseminating invitations, managing

### Hiring organization

Sustained Dialogue Institute

### Employment Type

Contractor, Temporary, Intern

### Beginning of employment

Week of May 27, 2024 (and ending the week of July 31)

### Duration of employment

10 weeks

### Industry

nonprofit

### Job Location

444 N. Capitol St. NW, Suite 434,  
Washington, DC, USA  
Remote work from: USA

### Working Hours

9am-5pm Eastern time, Mondays-  
Thursdays (32 hours per week)

### Base Salary

\$ 512 - \$ 512

### Date posted

January 24, 2024

### Valid through

01.05.2024

communication with participants, collaborators and vendors, supporting logistical and programmatic activities.

- **Research:**

- Research potential areas of alignment with other related organizations
- Explore potential grant and funding opportunities
- Review publication guidelines
- Support various qualitative analysis processes
- Support research team to keep up with publication timelines
- Write and review manuscripts for publication with potential of being included in the authorship
- Participate in research meetings

- **Communications:**

- Contribute to SDI's online presence
- Support SDI's database management practices
- Support SDI's social media platforms, including Facebook, Twitter, Youtube, and LinkedIn

## Qualifications

- Strong verbal and written communication skills
- Ability to multi-task with confidence and be highly organized
- Energetic, self-motivated, with a willingness to lend help
- Ability to work well with others on a small team
- Ability to adapt to changing plans and deadlines
- Interest in leadership development, civic engagement, diversity, inclusion, and conflict management

We appreciate:

- Qualitative research experience
- Proficiency in qualitative coding tools such as Atlas.Ti, Quirkos, or others.
- Excellent writing skills

## Job Benefits

- Stipend of \$5,120.00 for 10 weeks (\$16/hr for 32 hours per week)
- Fridays off!
- Hands-on experience in a non-profit organization committed to social justice and community building.
- Opportunity to work on real projects that make a difference.
- Exposure to issues related to social justice, inclusion, and community building.
- Mentorship from experienced professionals.

## Application Timeline

- Applications due: **Wed., May 1, 2024**
- Candidates will be notified if selected for interview by **May 3, 2024**
- One hour interviews: **May 6, 2024- May 10, 2024**
- Candidates will be notified of the final hiring decision by: **Wednesday, May 15, 2024**

While we notify any interviewees in the event that they are not selected, we apologize that we do not send notifications to candidates who we do not interview. We also can not offer specific candidate feedback due to our small team size.

**How to apply**

Please direct any questions to the Hiring Manager at [jobs@sustaineddialogue.org](mailto:jobs@sustaineddialogue.org).  
No calls please.

Please upload your resumé, a 2-page writing sample (relevant to the style of writing required for the fellowship), and cover letter describing how your background and skills could contribute to the team **using the 'Apply Now' button below or by emailing your materials to [jobs@sustaineddialogue.org](mailto:jobs@sustaineddialogue.org)** with "Summer 2024 Fellowship Application" in the subject line.

In your cover letter, please specify where your interests and experience align with position responsibilities and our mission, as well as details about your availability. We will review according to the timeline above.

**EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:**

Sustained Dialogue Institute provides equal internship and employment opportunities to all applicants for internship and employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, nation origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. SDI is incorporated in Ohio and headquartered in Washington, DC.