

DIALOGUE ON DIVERSITY

ACTIVELY SEEKS INTERNS AND VOLUNTEERS

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Dialogue on Diversity, a non-profit organization dedicated to advancing constructive dialogue among women of diverse ethnic and cultural communities on significant questions of public policy and economic viability through technologically sophisticated entrepreneurship, is seeking willing and able hands for its work over a broad front. Both interns prepared for a commitment of four to six months, and volunteers who can aid on a more informal basis will be welcome. While the Dialogue's mission is primarily directed to women of diverse ethnic and cultural communities, applicants of both genders are welcome.

Hours for both interns and volunteers would be determined by individual circumstances. Interns would contribute time blocks of ten to twenty hours per week over a period of 4 - 6 months. Volunteers would lend a hand in a variety of administrative tasks for available hours at workable times on a more ad hoc basis. Principal work location will be the Virginia office at Clifton/Centreville, Fairfax County, Virginia, with frequent errands and meetings on Capitol Hill and elsewhere in Washington, D.C. Transport and interns' lunch expenses will be paid by Dialogue on Diversity.

For Interns, and to a lesser extent for volunteers as well, the work would include communicating and dealing with women leaders from Latino and other ethnic communities, serving as a welcome source of generational input essential to shaping Dialogue programs, and handling a variety of liaison tasks with Congressional offices, federal and state public agencies, corporations, and NGOs. Interns should have workable skills in computer use and internet practice. Translation skills (between Spanish or other languages and English) are a positive. The tasks of each of three types of interns are summarized below.

1. Membership Intern. The organization must maintain contacts with very numerous friends and associates who are not yet members of Dialogue on Diversity. There are in addition a core of persons who have become formal, dues-paying members. The Membership Intern would ensure that membership applications and membership news is communicated to those non-member contacts, and that further appropriate information is made available to actual members. The Intern would have responsibility for maintaining the organization's data bases and e-mail lists.

2. Program Intern. A key function will be that of monitoring the Dialogue on Diversity Web-site, and ensuring that up-to-date information on all programs are communicated to the Webmaster and are in current and accurate form. The intern will explore program ideas with directors, advisors, speakers, and others and will aid in formulating the topics for the organization's Public Policy symposia, its Entrepreneurship series, and other programs.
3. Fundraising Intern. Like most other not-for-profit organizations Dialogue on diversity finds itself in an unending quest for funding, from companies, foundations, the occasional public agency, and interested individuals. The fundraising intern would have the task of maintaining contact with the persons in the organization's "corporate family", and for exploring funding policies of other corporations and foundations, research in funding interests and standards of a broad range of potential foundation sources, planning funding approaches, and designing drafts for funding proposals (Grant Writing skills).

Dialogue on Diversity's annual program cycle offers three public policy programs, a mid-summer entrepreneurship conference, and an honors program each October. The year is topped off by the Holiday Fair/Children's Gift Collection in December. Their integrity and pertinence in the contemporary world of diversity depends essentially on the creative and generous collaboration of many interested and dedicated people.

These positions will be of interest, either on a formal intern basis, or as more informal volunteer schedule, to persons who seek insights into the diverse ethnic communities in the metropolitan area and nationally, and will afford a basic acquaintance with the legislative and agency entities in the capital city. Applicants must be prepared for a never-a-dull-moment engagement.

Interested interns should write to Dialogue on Diversity at dialog.div@prodigy.net with a brief resume and an explanation of the applicant's resources and talents for working in this active and creative organization. Prospective volunteers should get in touch by telephone (FfxVa 703-631-0650) or email (dialog.div@prodigy.net), giving us an idea of their experience and interests. Students, retired persons, and others should consider this opportunity for service to the cause of America diversity.

Ma. Cristina C. Caballero
President/CEO, Dialogue on Diversity