Research and Learning Internship

Location: Remote based in Washington, D.C. or New York City
Duration: January through end of June
Type and Compensation: Full-Time. This is an unpaid internship; college credit is available.
Reports to: Executive Director

About the opportunity

The Parliament of the World's Religions (PoWR) seeks a thoughtful, organized intern to support a proposed international research pilot on local interfaith work. The intern will spend approximately 75% of their time on the research pilot and 25% on monitoring, evaluation, and learning (MEL) across PoWR's programs. Working with the Executive Director, the intern will gather and analyze information, summarize findings, and help staff use research and program feedback to inform PoWR's work.

Organizational Overview:

The Parliament of the World's Religions (PoWR) is an international interfaith organization with headquarters in Chicago and programs around the world. We carry forward the vision and purposes of the 1893 World Parliament of Religions, the historic beginning of the modern interfaith movement. We are open to people of all religions, spiritual paths, traditions and ethical convictions, consistent with the values of respectful dialogue. All who take part in our work do so in their individual capacity rather than with official representation of any religion or institution. Our mission areas are Peace and Justice, Climate Action, Women's Dignity, the Next Generation, and the Rights of Indigenous Peoples.

Responsibilities

Working with the Executive Director, the intern will:

Research (75%)

- Help develop and test research tools, such as surveys and interview guides.
- Conduct background research and support research outreach and data collection, track responses, and document follow-up.
- Organize research materials and data, document sources, and check records for accuracy and completeness.
- Assist with analyzing qualitative and quantitative information and prepare briefs that summarize findings, limitations, and questions for further research.
- Participate in research and partner meetings and relevant external events. Prepare summary notes or meeting minutes and document follow-up actions.

- Prepare brief research summaries and help document emerging themes, gaps in the evidence, and questions for follow-up.

Monitoring and Evaluation (25%)

- Help refine program indicators and tools for tracking activities and outcomes, including participant surveys and feedback forms.
- Organize and review program data for accuracy and completeness. Assist with analyzing participation data, survey responses, and participant stories.
- Summarize program results and lessons in short reports, charts, or presentations that help staff identify areas for improvement. Contribute findings to reports for partners and donors as needed.

Responsibilities may be tailored to the intern's interests, skills, and organizational needs.

Qualifications

- Interest in research, interfaith dialogue, religious and cultural diversity, and nonprofit work, with a willingness to learn about program monitoring and evaluation.
- Strong research, writing, and analytical skills, with an ability to summarize information clearly.
- Strong organizational skills and attention to detail when working with data and records.
- Familiarity with spreadsheets, such as Microsoft Excel or Google Sheets, and willingness to learn new data collection and analysis tools.
- Ability to work respectfully with people of different beliefs, backgrounds, and perspectives.
- Ability to manage deadlines, work independently, and collaborate with a team.
- Commitment to handling sensitive information responsibly.

Relevant coursework, volunteer experience, or community involvement in research methods, religious studies, social sciences, public policy, program evaluation, or related fields is welcome. Experience with surveys, qualitative research, basic statistics, or data visualization is helpful but not required. Prior professional experience is not required.

Learning opportunities

With staff guidance and feedback, the intern will gain practical experience assessing sources, developing research tools, analyzing information, and communicating findings. They will also learn how a nonprofit uses program data and participant feedback to assess outcomes and improve its work.

How to apply

Please submit a resume and a brief statement describing your interest in the position to **hiring@parliamentofreligions.org** with the subject line "Research and Learning Internship" by **Thursday, December 10.**

We welcome applicants from all religious, spiritual, and secular backgrounds.