



**Position Title:** Government Affairs Internship  
**Reports to:** Associate Director of Government Affairs  
**Location:** Washington, DC  
**Internship duration:** June-August

### **Position**

J Street's Government Affairs team is seeking a highly motivated undergraduate student or recent graduate to intern in our Washington, DC office for the summer of 2018. As a J Street intern, you'll gain practical knowledge on our issues, real world professional experience, and valuable workplace skills.

### **Responsibilities**

This position will involve assisting the Government Affairs team on assorted administrative, clerical, research, and programmatic tasks and projects. Many of these duties will be in support of staff's lobbying activities on Capitol Hill.

### **Desired Skills and Experience:**

Applicants should have:

- Excellent written and verbal communication skills
- Excellent organizational skills
- Proficiency in Microsoft suite; experience with database management and Excel a plus
- Experience in event planning a plus

### **More about J Street**

J Street is the political home for pro-Israel, pro-peace Americans working for the future of Israel as the democratic homeland of the Jewish people. The organization believes that preserving Israel's Jewish and democratic character depends on achieving a two-state solution, resulting in a Palestinian state living alongside Israel in peace and security.

Launched in 2008 with four staff and a limited budget, J Street is now a \$9 million organization with a national staff of more than 60. The organization is headquartered in Washington, DC, employing staff in 8 cities including Boston, Chicago, Los Angeles, New York, San Francisco, Denver and Tel Aviv.

J Street focuses its work in three main areas: (1) Advocating and demonstrating support for pro-Israel, pro-peace policies in Congress, the media and the Jewish community; (2) Endorsing and raising money for federal candidates who share J Street's agenda; and (3) Educating the public and raising awareness of the Israeli-Palestinian conflict and the two-state solution.

### **Compensation and Time Commitment**

This is an unpaid full or part-time internship. Applicants are considered on a rolling basis. Please indicate in your cover letter what days and hours you are available.

**To Apply**

To apply, please email [intern@jstreet.org](mailto:intern@jstreet.org) with your cover letter, resume and three references, with "Government Affairs Internship – Summer" in the subject line.

*J Street is an Equal Opportunity Employer.*