



**Position Title:** NY Region Internship  
**Reports to:** Deputy Regional Director, NY  
**Location:** New York City, NY (Manhattan)  
**Internship duration:** June-August

### **Position**

J Street is seeking an undergraduate student, graduate student, or recent graduate to intern in our New York City office for the summer of 2018. This internship is an excellent opportunity to better understand and get involved in J Street's work.

This is an exciting opportunity to learn political organizing and development skills, as well as to deepen one's knowledge of the Israeli-Palestinian conflict. This position is ideal for applicants interested in community organizing, non-profit development, or political advocacy.

### **Responsibilities May Include:**

- Updating and managing supporter databases
- Researching potential new supporters
- Making phone calls to supporters
- Assisting with outreach to potential new supporters
- Taking notes at meetings with potential new supporters
- Writing acknowledgments, follow-up letters, and other business communications
- Desk research
- Other tasks as needed

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

- Excellent written and verbal communication skills
- Excellent organizational skills
- Pays attention to detail
- Knowledge of the Israeli-Palestinian conflict a plus
- Proficiency in Microsoft suite especially Excel; experience with database management 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 “NY Regional Internship – Summer” in the subject line.

*J Street is an Equal Opportunity Employer.*