



Position Title: NY Region Internship
Reports to: Associate Regional Director, NJ and PA
Location: New York City, NY (Manhattan)
Internship duration: Spring

Position

J Street is seeking an undergraduate student, graduate student, or recent graduate as an intern in our New York City office for the Spring of 2019. This internship is an excellent opportunity to better understand and get involved in J Street's work.

This is an exciting opportunity to learn development skills and political organizing 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 a non-paid 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 with your cover letter, resume and three references, with “NY Regional Internship – Spring” in the subject line.

J Street is an Equal Opportunity Employer.