



**Position Title:** Regional Team Intern  
**Reports to:** Regional Director, Capital South  
**Location:** Washington, DC  
**Internship duration:** June-August

**Position:**

J Street is seeking an intern for its Regional Team in our Washington, DC headquarters. This is an ideal internship for applicants who want to gain knowledge about the non-profit advocacy and political fundraising world in a fast-paced and highly-engaged advocacy organization. The J Street development department raises the operational budget of J Street and the J Street Education Fund (\$10 million per year) as well as the political campaign contributions to congressional candidates through JStreetPAC (close to \$5 million in the 2018 election cycle). Working with the development team allows interns to touch on every aspect of J Street's work from the communal to the political while learning valuable, transferable skills in research, database management, and donor relations.

**Responsibilities**

Examples of responsibilities include but are not limited to:

- Tracking fundraising outreach for a region which spans from Delaware to Florida
- Developing materials folders for J Street advocacy meetings with Members of Congress in the Cap/South region
- Researching prospective donors
- Helping the Regional Assistant with tracking fundraising numbers and attendance for major fundraising events
- Assisting with donor and J Street volunteer relations via email and over the phone
- Providing assistance with other tasks as needed

**Desired Skills and Experience:**

A good applicant should have:

- Undergraduate or recent graduate standing
- Excellent written and oral communication skills
- An ability to work independently and stay well organized
- Commitment to J Street's mission
- An ability to multi-task and be detail-oriented
- Database experience is preferred but not required
- Experience doing research is preferred but not required
- Knowledge of Jewish communal politics is preferring but not required
- Knowledge of the politics of the Israeli-Palestinian conflict and the region is preferred but not required

**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 your availability in your cover letter.

#### **To Apply**

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

*J Street is an Equal Opportunity Employer.*