Position: Jewish Community Engagement Intern  
Reports to: VP of Communal Relations  
Location: Remote  
Starts: ASAP  
Contract/Hours: 8-16 hrs per week

Position
J Street is seeking a motivated, hard-working individual to take an active role in supporting and implementing J Street’s Jewish communal work, under the supervision and guidance of the VP of Communal Relations. The intern will be responsible for managing clergy-specific projects as well as contributing to the other ongoing projects within the organization. The ideal candidate will feel comfortable working independently with a clear understanding of project goals.

Responsibilities
- Researching new Rabbinic & Cantorial Cabinet members  
- Engaging Rabbinic & Cantorial Cabinet members in meaningful J Street opportunities on a national and local level  
- Managing and creating content for online communications  
- Updating and maintaining records in Salesforce  
- Supporting the implementation of Jewish communal strategy with various chapters around the country  
- Assisting the staff on assorted administrative tasks and projects

Desired skills and characteristics:
- Excellent written and oral communication skills  
- Proficient in excel and google drive  
- Knowledge of Salesforce a plus  
- A strong commitment to J Street’s mission  
- An ability to multi-task and be detail-oriented

Organization
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 $10 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 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 for the Position
Interested candidates should submit the following materials by e-mail to intern@jstreet.org with the subject line “Jewish Community Engagement Intern”:
   1) cover letter that explains why you are interested and qualified;
   2) resume; and
   3) list of two to three references.

   J Street is an Equal Opportunity Employer