Position Title: Southwest Regional Intern  
Reports To: Southwest Regional Associate  
Start Date: ASAP  
End Date: January, 2021  
Location: Remote  
Hours per week: 10-15

Position
J Street Southwest is seeking a Regional Intern to help execute projects and database management with the Southwest regional team. This is an ideal part-time position for applicants who want to gain knowledge about nonprofit advocacy and political fundraising at a fast-paced and highly-engaged advocacy organization. We request 10-15 hours/week minimum.

Responsibilities can include:
- Database management, especially Salesforce.
- Research prospects to build our regional advocacy network and fundraising growth.
- Assist with logistics and outreach for J Street Southwest’s 2020 Virtual Fundraiser.
- Assist with logistics for any upcoming virtual events in the region.
- Assist with in-district advocacy efforts with Members of Congress.
- Assist with general administrative work.
- Other miscellaneous projects assigned to support the regional team and organization as a whole.

Desired Skills and Characteristics: The ideal candidate will be a detail-oriented, creative problem-solver and self-starter. The candidate must be comfortable working with multiple staff in a fast-paced, campaign-style atmosphere, and will possess the following characteristics:
- Proficiency in Microsoft suite, especially Excel; experience with Salesforce a plus;
- Excellent written and verbal communication skills;
- Excellent organizational skills and detail oriented;
- Ability to prioritize, multitask, and manage a variety of projects and tasks;
- Familiarity with and interest in the Israeli-Palestinian conflict and the American political system;
- Support for J Street’s broader mission and the way in which we aim to achieve our stated goals.

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 $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 application 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 “Southwest Regional 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.