**Description**

Position Title: Salesforce Intern
Reports to: Assistant Director of Data and Systems Management
Location: Remote
Internship duration: Fall semester

J Street is seeking an undergraduate student or recent graduate to intern remotely. This internship is an excellent opportunity to be involved with J Street’s work in Washington and around the country, work closely with J Street staff and gain valuable work experience with the leading CRM in the world.

**Responsibilities**

The Salesforce intern will assist the Assistant Director of Data and Systems Management with maintaining daily operations of the Salesforce CRM platform.

Primary responsibilities can include but are not limited to:
- Assist the Assistant Director with database administration and data entry
- System administration
- Data Cleanup

**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.
Requirements

Desired Skills and Experience:
Applicants should have:
  ● Technical proficiency using MacOs and excel
  ● Close attention to detail and quality of large dataset
  ● An ability to work independently and stay well organized
  ● Commitment to J Street’s mission
  ● Can-do attitude and desire to be a team player

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 “Salesforce 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