



## **Organization**

**J Street is the political home for pro-Israel, pro-peace Americans.** The organization gives political voice to mainstream American Jews and other supporters of Israel who, informed by their progressive and Jewish values, believe that a two-state solution to the Israeli-Palestinian conflict is essential to Israel's survival as the national home of the Jewish people and as a vibrant democracy. J Street's mission is two-fold: first, to advocate for urgent American diplomatic leadership to achieve a two-state solution and a broader regional, comprehensive peace and, second, to ensure a broad debate on Israel and the Middle East in national politics and the American Jewish community.

J Street represents Americans, primarily but not exclusively Jewish, who support Israel and its desire for security as the Jewish homeland, as well as the right of the Palestinians to a sovereign state of their own – two states living side-by-side in peace and security. We believe ending the Israeli-Palestinian conflict is in the best interests of Israel, the United States, the Palestinians, and the region as a whole.

J Street supports diplomatic solutions over military ones, including in Iran; multilateral over unilateral approaches to conflict resolution; and dialogue over confrontation with a wide range of countries and actors when conflicts do arise. For more on our policy positions, visit: [www.jstreet.org/issues](http://www.jstreet.org/issues).

J Street advocates forcefully in the policy process, in Congress, in the media, and in the Jewish community to make sure public officials and community leaders clearly see the depth and breadth of support for our views on Middle East policy among voters and supporters in their states and districts. We seek to complement the work of existing organizations and individuals that share our agenda. In our lobbying and advocacy efforts, we enlist individual supporters of other efforts as partners.

The J Street family of organizations includes J Street – a 501(c)(4) non-profit which is responsible for lobbying and advocacy; JStreetPAC – a federal political action committee that endorses and raises money for federal candidates who support active American leadership to bring peace and security to Israel and the Middle East; and the J Street Education Fund – a 501(c)(3) that aims to educate communities about the need for a two-state solution to the Israeli-Palestinian conflict and promote open, dynamic and spirited conversation about how to best advance the interests and future of a democratic, Jewish Israel. J Street Local, J Street's national field program and J Street U, J Street's campus movement are programs of the J Street Education Fund.

**Currently, J Street has internship openings in Boston, Washington D.C., Chicago, Los Angeles and New York.**

**Position Title:** Field and Development Internship

**Reports to:** NYC Regional Director

**Location:** New York City, NY (Manhattan)

### **Position**

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

This is an exciting opportunity to learn political organizing and development skills, as well as to deepen one's knowledge of the Israeli-Palestinian conflict. The intern will have the opportunity to attend many events over the semester. This position is ideal for applicants interested in community organizing, non-profit development, or political advocacy.

### **Responsibilities**

- Updating and managing supporter databases
- Researching potential new supporters
- Making phone calls to supporters
- Event planning for large and small events
- 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

### **Qualifications**

- Excellent written and verbal communication skills
- Excellent organizational skills
- Pays attention to detail
- Proficiency in Microsoft suite especially Excel; experience with database management a plus
- Knowledge of the Israeli-Palestinian conflict a plus

### **Compensation and Time Commitment**

This is an unpaid full or part-time internship. Applicants are considered on a rolling basis. Please indicate in your cover letter what days and hours you are available.