

## **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.

**Position Title:** Programming and Events Intern

**Reports to:** Director of Events and Marketing

**Location:** Washington, DC

## **Description**

J Street is seeking an undergraduate or recent graduate to intern in our DC office. This internship is an excellent opportunity to learn about event planning and better understand J Street's work. In addition to their day-to-day work, interns will have the opportunity to participate in brown bag lunches with senior J Street staff and other professionals in the field, and give feedback regarding student programming. We also encourage interns to participate in J Street U chapters on their campuses.

The Programming and Events Intern will work with the Programming and Events Team. Responsibilities may include assisting in preparation for J Street's National Conference, National Leadership Summit, coordinating logistics for speaking tours, conducting research, and assisting in developing educational resources for J Street's Locals (community chapters) and campus groups around the country. The intern may also assist national staff on assorted administrative, clerical, research and programmatic tasks and projects.

Applicants should have:

- Excellent writing and oral communication skills
- An ability to work independently and stay well organized
- An understanding of and commitment to the J Street mission
- Interest in and some knowledge of our issue area

Excellent candidates may have:

- Event planning experience
- Experience in the region
- Some teaching, speaking, or dialogue experience

## **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.