

NJDC Intern Job Description

The National Jewish Democratic Council (NJDC), the national voice for Jewish Democrats, is seeking interns for the summer and fall in our Washington, DC office. NJDC offers the chance to work and learn at the intersection of the American Jewish community and the Democratic Party. Students and recent graduates who complete our internships will gain experience in political advocacy, development and communications.

Basic Responsibilities Include:

- Assisting the organization with day to day activities, including drafting press releases, research, fundraising, and campaign activity.
- Increasing NJDC's presence on social media and blogging.
- Database updates

Other projects will be assigned at the discretion of NJDC staff.

Qualifications:

- Strong writing and research skills
- A keen eye for detail
- Good people skills
- Ability to meet deadlines in a fast paced environment
- Interest in learning the political and non-profit world
- Passion for American politics
- Commitment to the melding of Jewish values and progressive policies
- Knowledge of the American Jewish community

Other Helpful Skills:

- Previous campaign experience
- Previous experience with NGP Database

To apply for the position, please send your resume, cover letter, and writing sample as a single PDF file to internships@njdc.org. Please title the email "Internship Application" and label the file "Your Name Application Materials." Incomplete applications will not be considered. Only those selected for an interview will be contacted. Applications will be reviewed on a rolling basis. Please note if you are available full or part time.

NJDC staff will work with students to ensure that they receive credit from their universities if they are seeking credit. NJDC is able to offer a stipend to interns.

Questions can be directed to Elanna Cahn at elanna@njdc.org or 202.216.9060.

For more information about the organization, please visit www.njdc.org.