



Jewish Community Relations Council of Greater Washington **Intern Application**

The Jewish Community Relations Council of Greater Washington (JCRC) is the public affairs and community relations arm of the regional Jewish community representing over 100 Jewish organizations and synagogues and the Jewish Federation of Greater Washington. The JCRC focuses on government relations, Israel advocacy, inter-group relations, and social justice.

Interns will have the opportunity to participate in exciting and meaningful projects and will have a unique lens to view our dynamic organization in action. JCRC Interns are involved in all aspects of our programs including legislative activities, research, event planning, Israel education and advocacy opportunities and publicity and policy development.

Interns will be mentored by a staff member at the JCRC, and will have significant opportunities to interact with the entire staff.

Responsibilities may include:

- Research/monitor upcoming legislation pertinent to our mission
- Observe County Council sessions and monitor key discussions and legislation
- Assist in planning and staffing Advocacy Days
- Planning special community briefings and meetings with elected officials
- Programming assistance on local, state, federal government and/or Israel-related projects
- Work on Israel Advocacy Trainings
- Involvement in interfaith organizations and programs
- Research and preparation of periodic social justice newsletter, including possible interviewing of community agencies and institutions
- Liaise with local synagogues and institutions about their Israel and/or social justice/inter-group programming
- Work with interfaith organizations with regard to government relations and advocacy
- Internet research
- Other projects as necessary

The JCRC intern will have significant responsibility for implementing a peer education program called Student-to-Student, which will train Jewish high schoolers to put a “human face” to Judaism for fellow teens, thereby combatting anti-Semitism and other forms of bigotry and intolerance.

Successful candidates for JCRC interns must demonstrate the following:

- Dedication to the values of the Jewish community and Israel advocacy

- Awareness and consideration of the concerns and sensitivities of diverse religious and ethnic communities
- Superb written and oral communication skills
- Strong computer capabilities including MS Office Suite
- Ability to prioritize and multi-task
- Strong organization skills with attention to detail
- Self-motivation to take on projects and complete tasks
- Accepts responsibility willingly

Other information:

1. The intern will receive Montgomery County, Maryland minimum wage.
2. The intern will be expected to work 15-18 hours a week; days and hours are flexible.
3. Preference will be given to students in Master's degree programs and undergraduate seniors/juniors.
4. Unpaid internships may be available to outstanding high school juniors and seniors. High school students may receive Student Service Learning Hours for their time.

To apply, please provide a resume and a letter of interest to:

Julie Greenwald, Intern Coordinator

at jgreenwald@jcouncil.org

Phone: 301-770-0881

Once your resume and letter of interest have been received and reviewed, we will contact you regarding a potential interview.