

## **Jewish Community Relations Council of Greater Washington** **Israel & International Affairs Internship (Spring 2012)**

As the central community relations agency of the organized Jewish community in our nation's capital, the Jewish Community Relations Council (JCRC) of Greater Washington represents over 100 constituent agencies, organizations and synagogues in Northern Virginia, the District of Columbia, and suburban Maryland.

One of the JCRC's four pillars is the Israel and International Affairs Commission. The Israel and International Affairs Intern will assist in the JCRC's work to strengthen Israel and the US-Israel relationship by providing educational and advocacy opportunities to the Jewish and non-Jewish communities.

This Internship will offer meaningful work as well as a unique lens through which to view a dynamic organization in action. The Intern will be mentored by the Israel and International Affairs professional and will have significant opportunities to interact with the entire staff.

JCRC Interns are involved in all aspects of our programs, including events planning and publicity, policy development, and information management. Internship responsibilities may include:

- Planning a Middle East forum
- Planning a "Day On the Hill" meeting with Congressional leaders
- Planning special community briefings and meetings with Diplomats and politicians
- Working on Israel Advocacy Training Seminars
- Research as needed
- Programming assistance on all Israel-related projects
- Administrative tasks as needed

Successful candidates for JCRC internships must demonstrate the following:

1. Superb written and oral communication skills
2. Dedication to the values of Israel Advocacy
3. Strong computer capabilities
4. Ability to prioritize and multi-task
5. Strong organization skills with attention to detail
6. Self motivation

Other information:

1. There is a stipend of \$100/week. Class credit may also be possible, based on school requirements.
2. Days and hours are flexible, with 16-20 hours per week required.
3. Applications are accepted on a rolling basis
4. Preference will be given to students in Master's degree programs, but undergraduates will be considered.

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

Adina Remz, Executive Assistant & Intern Coordinator  
6101 Montrose Road, Suite 205, Rockville MD 20852  
Phone: 301-348-7361  
E-mail: [aremz@jcouncil.org](mailto:aremz@jcouncil.org)

Once your application has been received, we will contact you to schedule an interview. If you have any questions, please contact Adina Remz at [aremz@jcouncil.org](mailto:aremz@jcouncil.org) or 301-348-7361 or visit our website [www.jcouncil.org](http://www.jcouncil.org)