

## **POSITION DESCRIPTION – Advocacy and Communications Intern**

ALLMEP is seeking a *Advocacy & Communications Intern* who is interested in political advocacy, digital communications, and Israeli/Palestinian peacebuilding. The position will begin mid-late August 2024. This position will be a key member of the U.S. team and will be responsible for helping support the Advocacy and Digital Communications staff meet ALLMEP's goals. This will be a part-time (15-20 hours/week) paid position.

### **KEY RESPONSIBILITIES**

- Work closely with the U.S. Director on implementing ALLMEP's strategic plan, including outreach to Hill offices, event coordination, and more;
- Work closely with the Director of Communications on creating materials and reports about ALLMEP programs and activities, including assisting with graphic design, website maintenance and social media messaging;
- Attending and monitoring relevant hearings and events related to ALLMEP's work; and
- Other duties as assigned.

### **QUALIFICATIONS**

- Current undergraduate or graduate student
- Ability to commit between 15-20 hours per week
- Excellent written and oral communication skills
- Demonstrated ability to work independently and cooperatively with team members
- Interest in the non-profit sector and Israeli/Palestinian peacebuilding
- Willingness to work in a fast paced environment
- Proficiency with Canva or other graphic design software is a plus
- Experience with fundraising and digital communications work is a plus

### **OTHER DESIRED QUALIFICATIONS**

- Knowledge of Israeli/Palestinian history, politics, and society, or experience working in the region; and/or
- Knowledge of Palestinian and Israeli philanthropic communities both in the region and internationally; and/or
- Arabic and/or Hebrew language skills

### **PHYSICAL REQUIREMENTS**

There are no extraordinary physical requirements for the performance of the essential functions of this position. ALLMEP will make reasonable accommodation to enable individuals with disabilities to perform essential functions.

## **POSITION LOCATION**

Washington, DC or remote, must be eligible to work in the U.S.

## **SALARY & HOURS**

The fall intern will be expected to work between 15-20 hours per week from mid-late August 2024-January 1, 2025 (negotiable). The stipend for this position will be \$1,000-\$1,250/month depending on experience.

## **TO APPLY**

Please email your resume and cover letter to [nick@allmep.org](mailto:nick@allmep.org) with the subject line: **Fall Internship 2024**. The position will remain open until filled, but applications will be reviewed as received.

All applicants must be able to provide documentation that they are legally eligible to work in the United States on a full time basis. No phone calls please.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.