

## ISRAEL POLICY FORUM

### Israel Policy Forum Internship Position Description

**Position:** Internship  
**Reports to:** Program Coordinator & Program Associate  
**Position Type:** Full Time

Israel Policy Forum (IPF) is a not-for-profit education and advocacy organization dedicated to supporting pragmatic policies to advance and ultimately achieve a lasting two-state solution to the Israeli-Palestinian conflict. **IPF convenes and educates a broad array of Jewish leaders and US policymakers in order to strengthen advocacy in support of advancing a two-state solution to the Israeli-Palestinian conflict, consistent with Israel's security and a strong US-Israel relationship.**

The Israel Policy Forum (IPF) internship program provides college students with a stimulating learning experience in an intimate office setting. Due to the small size of the office, the intern is given a substantial amount of responsibility and is exposed to most aspects of IPF. The intern is responsible for various projects involving development, administration, event planning, programming, policy, and outreach. The internship provides individuals with the necessary skills to succeed in the workplace, as well as to expand their knowledge about international affairs and the Middle East conflict.

Key Responsibilities include but are not limited to:

- Coordinating and implementing events with prominent diplomats and scholars
- Reading and circulating influential op-eds
- Taking minutes & writing executive summaries of meetings and conference calls
- Updating and maintaining fundraising and donor lists/records
- Maintaining the IPF website and social media accounts
- Assortment of clerical and administrative tasks
- Attending and covering local events, occasionally outside of normal business hours

*\*Interns have direct contact with supporters and board members through follow up phone calls, meetings at events, and in the office. The intern also participates in staff meetings, discussions, and conference calls.*

Desired Skills

- Pursuing undergraduate or graduate degree in International Relations, Political Science, Middle Eastern Studies, or a related major
- Strong interpersonal, proof-reading, research, and writing skills
- Ability to interact with individuals at various levels of the organization
- Attention to detail
- Ability to manage multiple projects in fast paced environment
- Strong computer skills with Microsoft Word & Excel
- Ability to work with Adobe Creative Suite a plus

Please submit a resume, cover letter, & two references by email to:

Adam Basciano, Internship Program Coordinator

[apply@ipforum.org](mailto:apply@ipforum.org)

Israel Policy Forum

355 Lexington Ave

14<sup>th</sup> Floor

New York, NY 10017

Please include your availability, including start date, in your cover letter. Note that while IPF prefers applicants who can work full time, we occasionally hire part-time interns. Internships are unpaid.

***Please note:*** *The Israel Policy Forum is an equal opportunity employer. Hiring decisions are based on merit and business needs and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. IPF complies with the law regarding reasonable accommodation for handicapped and disabled employees. Application materials will be carefully reviewed but due to the large volume of resumes, we are unable to personally acknowledge each applicant. Only those selected for an interview will be personally contacted. No phone calls, please. Thank you for your interest in the Israel Policy Forum.*