

Israel Policy Forum Summer 2020 Internship

Job Title: Intern
Reports to: IPF Deputy Director
Position Type: Unpaid Internship
Location: New York, NY
Duration: July - August 2020

Israel Policy Forum has an exciting internship opportunity for college students seeking to gain substantial professional experience and be exposed to a wide range of Israel Policy Forum's work. A non-profit, nonpartisan organization, Israel Policy Forum works to advance a two-state solution as the only viable path to maintain Israel as a Jewish and democratic state, always assuring Israel's security.

Established in 1993 with the support of the late Prime Minister Yitzhak Rabin, Israel Policy Forum has re-emerged as an important resource for policymakers and community leaders alike. The organization is increasingly utilized by those seeking thoughtful analysis and credible information on key issues impacting a future two-state solution, US diplomacy and the US-Israel relationship. The organization convenes unique educational roundtables with key Israeli and American partners to engage a diverse array of American Jewish leaders, organizes leadership delegations to Israel and the region, and develops innovative educational program partnerships with institutions nationwide. Meanwhile, Israel Policy Forum's young professionals program, IPF Atid, is poised to continue its rapid growth engaging influencers of the next generation.

Interns will primarily work on IPF Atid initiatives, with numerous opportunities to work across different Israel Policy Forum departments, including development, policy, and communications.

Key responsibilities include but are not limited to:

- Supporting IPF Atid summer initiatives, including promoting IPF programs and initiatives across social media; planning local and national programs and events, including support for the IPF Atid summer delegation to Israel;
- Responsible for planning and executing an annual networking event for summer interns in August;
- Reading and circulating written materials including op-eds, briefings, and policy papers;
- Updating and maintaining fundraising and donor lists/records;
- Other work as needed.
- Interns may also have the opportunity to contribute to writing projects, including through Israel Policy Forum's *Israel Policy Exchange* blog.

Qualifications:

- Pursuing undergraduate or graduate degree (priority will be given to candidates pursuing degrees in International Relations, Political Science, Middle Eastern Studies, Jewish Studies, Public Policy, or a related field);
- Familiarity with Israeli politics and Israeli-Palestinian conflict;
- Passion for Israel Policy Forum's mission of ensuring a Jewish, democratic, and secure future for Israel through a viable two-state solution;
- Strong written and verbal communication skills;
- Ability to work independently and as part of a fast-moving team;
- Strong attention to detail;
- Familiarity with Google Drive applications;
- Ability to work with Adobe Creative Suite a plus.

Please submit a cover letter, resume, and contact information for two references to apply@ipforum.org.