

CENTER FOR  
**Gender & Refugee**  
STUDIES

**Fall 2019 Development Intern**

The Center for Gender & Refugee Studies (CGRS) is one of the nation's leading organizations protecting the fundamental human rights of refugee women, children and LGBT individuals fleeing gender-based violence and discrimination. We seek to advance sound gender asylum laws and policies, helping advocates successfully represent refugees who need protection while at the same time mitigating the conditions that force individuals to flee their home countries.

**Job Description**

CGRS seeks a talented undergraduate or recent graduate intern to serve as our Development Intern to help build public support for the Center's work. The intern will gain hands-on experience in a small nonprofit work environment and the satisfaction of contributing to an organization that defends refugee and immigrant rights. Projects will include:

- Providing support to for our 20<sup>th</sup> Anniversary Celebration
- Assisting in the build out of our Customer Relationship Management (CRM) system
- Assisting in prospect research for inclusion in our CRM
- Supporting CGRS's fundraising efforts

Given our small office and high volume of work, we give interns a high degree of responsibility from the start. Accordingly, interns must be motivated, responsible, and able to work with minimal supervision.

**Qualifications**

- Availability of a minimum of 10 hours per week for a minimum of 10 weeks (start/end dates to be agreed upon)
- Excellent writing and research skills
- Strong interest in human rights and social justice issues
- Current enrollment in an undergraduate program or a recent graduate
- Ability to work independently and within a team
- Ability to protect the confidentiality of our work and our donors

**Funding**

We are committed to offering the best possible internship opportunities in an equitable manner. However, in light of our extremely limited funds, we ask that our interns first seek funding elsewhere. If a qualified intern is unable to secure sufficient funding, depending on availability of CGRS funds, we try to provide a supplemental stipend that makes it possible for the intern to spend a full 10 weeks working with us.

**Application Procedure**

Please submit a cover letter, resume, and information for two references to [CGRShires@uchastings.edu](mailto:CGRShires@uchastings.edu) with the subject line "Fall 2019 Development Intern." Applications will be accepted and reviewed on a rolling basis until Friday August 16, 2019. **No phone calls, please.**

*UC Hastings College of the Law is an Equal Opportunity Employer. UC Hastings strives to provide a diverse and inclusive educational environment that fosters cultural awareness, mutual understanding and respect. UC Hastings College of the Law is interested in candidates who will contribute to diversity and equal opportunity. Qualified women and members of underrepresented minority groups are strongly encouraged to apply.*