

CENTER FOR
Gender & Refugee
STUDIES

Summer 2019 Communications and 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 Communications and Development Intern to help build public awareness and 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 our Immigrant Women Too public advocacy campaign
- Assisting in the maintenance of strong media relations and expanding CGRS's social media reach
- Analyzing data from our repository of asylum cases
- 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 25+ hours per week (preference given to those with additional availability) for an 8-12 week term
- Excellent writing and copy-editing 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 communications
- Proficiency in Spanish is a plus

Compensation

Because we have limited resources, CGRS requires applicants to make every effort to secure their own summer funding. We will work with applicants to obtain school credit or outside funding, if available. However, if an applicant can demonstrate they diligently sought alternate funding but were ultimately unsuccessful, CGRS will provide the applicant with a summer stipend. Accepted applicants will receive information on CGRS-sponsored stipends after receiving notice of their acceptance.

Application Procedure

Please submit a cover letter, resume, and information for two references to CGRShires@uchastings.edu with the subject line "Summer 2019 Communications and Development Intern." Applications will be accepted and reviewed on a rolling basis until March 15, 2019. **No phone calls, please.**

CGRS is an equal opportunity employer (EOE). All qualified persons, including people of color, persons with disabilities, women, lesbians, gay men, bisexuals, and transgender persons, are encouraged to apply.