Jubilee USA Network builds an economy that serves, protects and promotes participation of the most vulnerable.
Overview

Are you seeking an opportunity to strengthen your advocacy skills and grow your career? At Jubilee USA Network, we work together to advocate for **policy change that strikes at the roots of global poverty**. We are recruiting Associates who are passionate about social justice and love working in a collaborative team environment. We offer a variety of professional development opportunities that will help you advance your career as an advocate of social justice in the nonprofit and government sectors.

Jubilee USA is an interfaith, non-profit alliance of religious, development and advocacy organizations. Our Network spans 75 U.S. institutions and over 750 faith groups in the United States and around the globe. Our policy portfolio encompasses the following issues:

- Debt and Lending
- Tax Transparency and Accountability
- Corruption
- Consumer Financial Protections
- Trade Policies
- Preventing Financial Crisis and Austerity

**We would love for you to join us in our mission!**
Professional Development

• **Curate a professional portfolio** by documenting projects, memos, and other relevant material throughout the term. This allows Associates to demonstrate their experience in the workplace through valuable writing samples that are relevant to their future career goals. Examples of portfolio materials could include social media content, official memos, research briefs, fact sheets, major event announcements, graphic design products, and other projects. We assist Associates in professionalizing their portfolios.

• **Receive one-on-one mentorship** from the Communications & Operations Manager. Each Associate meets with the Manager in the first week to discuss their goals for the internship and their larger professional and academic aspirations. The Manager will work with Associates to assign projects in alignment with those goals. At the end of the internship, Associates will 1) reflect on their experience and 2) discuss next steps with the Manager to determine how they can most strategically move forward in their career and how Jubilee can be a long-term resource. Throughout your time at Jubilee (and beyond!), the Manager is available for resume help, referrals, and career advice.

• **End the term with an official letter of recommendation**: The Manager will issue an official letter of recommendation to high-performing Associates upon request at the end of the internship.
Professional Development

- **Strengthen transferable hard skills** by gaining hands-on experience with various types of software common in the nonprofit sector: Customer Relationship Management (CRM), Content Management Systems (CMS), and project management software. *Experience with these systems is not required to join the team - we’ll teach you from scratch!*

- **Develop relationships** by working closely with a cohort of 4-6 Associates in a highly collaborative environment. Almost every major project is assigned to a team, which allows Associates to build relationships and balance multiple projects alongside one another.

- **Exercise creativity and leadership:** If you have an idea on how we can improve an existing process or a pitch for an entirely new initiative, you can lead a pilot project to implement your suggestion in consultation with the Manager.

- **Participate in Policy Forums** where Associates interface directly with policy experts who have decades of domestic and international experience on issues within Jubilee’s policy portfolio.
To apply, email your updated resume to: anjoulie@jubileeusa.org and include the name of the position(s) you are seeking in the subject line. Please mention if you are open to multiple positions in your email if that is the case. Please see the following pages for more information on each of the four positions.

While this is an unpaid internship, we enthusiastically work with the student and their college to offer academic credit. The Spring term is from January 9, 2023 to May 12, 2023.

Note: This internship can be completed entirely virtually but preference is given to interns who can participate in person.

Positions & Application

Communications  Policy

Outreach  Development & Executive
Communications Associate

Position Overview
The Communications Associate works closely with the Communications & Operations Manager and other Associates to implement our campaigns by engaging in the nuts and bolts of media outreach and relations. This position includes writing and editing online content, organizational resources, and press materials. This role can be flexible and grow to fit the Associate's evolving interests, skills, and career goals.

Responsibilities
- Helping write, edit and design educational and marketing materials
- Coordinating Jubilee’s social media strategy
- Writing and disseminating press materials
- Ensuring the website and blog are updated
- Designing graphics and leading creative projects
- Conducting media research and corresponding with reporters
- Providing administrative support in the following areas:
  - Data management: Adding or updating contacts in our databases and maintaining key website pages
  - Office functions: Assisting with mailings and other related administration to support Jubilee’s communication efforts
  - Jubilee USA sponsored events: Helping with event preparation, taking notes during events, and participating in post-event reflection
- Attending coalition meetings with leaders from allied organizations
- Drafting summary memos to senior leadership as needed
- Attending events on behalf of Jubilee USA
- Working with staff on other priority projects as needs arise

Qualifications
Ideal candidates have interest or experience in working with social media, external communications, and/or basic graphic design. We're looking for strong attention to detail, robust writing skills, social media savvy, the ability to balance competing priorities, and enthusiasm for collaborating in a team setting with people of diverse backgrounds. Best suited for those interested in working in the press, external affairs or communications. Knowledge of or interest in economic justice issues is a plus. Positive attitude and enthusiasm is a must!
Policy Associate

Position Overview
The Policy Associate works closely with the Communications & Operations Manager and other Associates to implement our advocacy campaigns by tracking policy issues and working with coalition partners. This position includes a wide range of research, writing, outreach, lobbying, and education. This role can be flexible and grow to fit the Associate's evolving interests, skills, and career goals.

Responsibilities
- Attending coalition meetings with leaders from allied organizations
- Drafting summary memos to senior leadership as needed
- Researching and writing materials for outreach to the public and officials
- Maintaining Jubilee's policy lists in relevant databases
- Updating advocacy and policy content on Jubilee's website
- Tracking Jubilee's policy areas
- Communicating with partners about current activities and campaigns
- Providing administrative support in the following areas:
  - Data management: Adding or updating contacts in our databases and maintaining key website pages
  - Office functions: Assisting with administrative processes to support Jubilee's grassroots, development, and policy activities
  - Jubilee USA sponsored events: Helping with event preparation, taking notes during events, and participating in post-event reflection
- Attending events on behalf of Jubilee USA
- Working with staff on other priority projects as needs arise

Qualifications
Ideal candidates have knowledge of or an interest in domestic and international economic policy issues. We're looking for strong attention to detail, robust writing skills, academic and/or professional research experience, and enthusiasm for collaborating in a team setting with people of diverse backgrounds. Working toward or having completed an undergraduate degree in economics, finance, public policy, or a related field is a plus but not required. Positive attitude and enthusiasm is a must!
Outreach Associate

**Position Overview**
The Outreach Associate works closely with the Communications & Operations Manager and other Associates to implement our campaigns by strengthening our grassroots outreach program. This position includes developing resources for community supporters and assisting with engagement efforts toward Jubilee's Network Council members, congregations, faith communities, and other partners. This role can be flexible and grow to fit the Associate's evolving interests, skills, and career goals.

**Responsibilities**
- Designing and implementing e-activism and new media campaigns
- Maintaining project data and advising the Manager on emerging trends
- Providing assistance to senior leadership on key events and programs
- Creating education and campaign materials accessible to a wide audience
- Developing content on various platforms to amplify our efforts
- Drafting communication to external partners
- Providing administrative support in the following areas:
  - Data management: Maintaining our databases and key website pages
  - Office functions: Assisting with administrative processes for outreach
  - Jubilee USA sponsored events: Helping with event preparation, taking notes during events, and participating in post-event reflection
- Attending coalition meetings with leaders from allied organizations
- Drafting summary memos to senior leadership as needed
- Working with staff on other priority projects as needs arise
- Attending events on behalf of Jubilee USA

**Qualifications**
Ideal candidates have an interest or experience in community organizing, data skills, and stakeholder relations. We're looking for strong attention to detail, robust writing skills, the ability to balance competing priorities, a willingness to take on new and creative projects in a professional environment, and enthusiasm for collaborating in a team setting with people of diverse backgrounds. Knowledge of or interest in economic justice issues and/or different faith traditions is a plus but not required. Positive attitude and enthusiasm is a must!
Development & Executive Associate

Position Overview
The Development & Executive Associate works closely with the Communications & Operations Manager and other Associates to implement our campaigns by strengthening our relationships with donors and streamlining our systems. This position includes organizing donor information, running reports, and advising the Manager on opportunities to improve organizational capacity. This role can be flexible and grow to fit the Associate's evolving interests, skills, and career goals.

Responsibilities
- Streamlining operational systems
- Implementing key processes for tracking progress on development goals
- Interfacing with small-dollar donors
- Organizing and contributing to grant proposals
- Preparing fundraising appeals and reports
- Updating and writing web and print materials for donor outreach
- Providing administrative support in the following areas:
  - Data management: Maintaining our databases and key website pages
  - Office functions: Assisting with administrative processes for outreach
  - Jubilee USA sponsored events: Helping with event preparation, taking notes during events, and participating in post-event reflection
- Attending coalition meetings with leaders from allied organizations
- Drafting summary memos to senior leadership as needed
- Playing a key role in organizing and coordinating logistics for events
- Attending virtual events on behalf of Jubilee USA
- Working with staff on other priority projects as needs arise

Qualifications
Ideal candidates have interest or experience in database management, development, and nonprofit administration. We're looking for strong attention to detail, basic familiarity with Excel, robust communication skills, the ability to balance competing priorities, and enthusiasm for collaborating in a team setting with people of diverse backgrounds. Knowledge of or interest in economic justice issues and/or different faith traditions is a plus but not required. Positive attitude and enthusiasm is a must!
What Associates Are Saying
Working in Jubilee gave me the perspective I needed in trying to understand the role of NGOs and CSOs in shaping the international political landscape, while also allowing me to develop the skills to thrive in a professional environment. With this in mind, being in Jubilee has given me a clearer picture of what I want to pursue in future professional endeavors.

Isaac Diabo
Policy Associate
Pepperdine University
B.A. International Studies
Minor in Economics

Jubilee USA provides me with an incredible chance to work in policy-related fields and offers precious knowledge regarding the global economy, development, and climate change. I get to attend IMF/World Bank annual meetings and interview community leaders around the world. Through these experiences, I gain significant insights regarding my future career path and graduate school research orientation.

Sherry Xia
Policy Associate
The University of Michigan
B.S. Economics and Political Science
Being an associate at Jubilee allowed me to gain insight into the world of advocacy. Not only was I able to attend meetings with both community and global leaders, but I was able to advocate to them on behalf of other people. My time here at Jubilee taught me how to use social media to spread awareness, how press releases are drafted, and working as a team with the other associates. Overall, I was able to gain first-hand experience in many areas I found interesting.

Bill Gullifer
Policy Associate
University of Wisconsin
B.S. Political Science and Economics

Jubilee exposed me to a whole universe of fascinating global economic issues. Sovereign Debt. IMF policy. World Bank loans. I found out how state legislatures affect international finance and how grassroots movements in the US help people around the globe. I got to interview political insiders and sit in on important meetings affecting entire parts of the world. It reshaped how I think about politics and economics and society at large. It's an experience I won't ever forget.

Zachary Hagen-Smith
Policy Associate
University of California Berkeley
B.A. in Political Economy
Sciences Po
B.S.S. in Economics and Society
Accepting Spring 2023 Applications