Fall 2023

Jubilee USA Internship Program

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.
• **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 Fall term is from August 28, 2023 to December 15, 2023.

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

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 at Jubilee has given me the opportunity to use the skills I have learned in college in a professional setting. It has provided a work environment where new ideas are welcome and it allows for space for those ideas to develop and flourish. Additionally, Jubilee gave me greater understanding of how a nonprofit can impact the international political landscape. It has also prepared me for my future work and endeavors.

**JP Gutierrez**

Development and Executive Associate

University of Wisconsin - Madison

B.A. Political Science and Life Science Communications

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Working at Jubilee USA has given me the opportunity to connect with professionals in the international economic world as well as local advocacy groups. I have gotten to attend meetings in relation to policy being pushed in New York as well as with groups that are more internationally focused. I have been able to develop my interpersonal and organizational skills while in this role. Jubilee has helped prepare me for a career outside of schooling.

**Kyra Murdock**

Outreach Associate

University of Wisconsin - Madison

B.A. International Studies and Political Science
Working at Jubilee USA has helped me learn about pressing policy issues related to debt, corporate transparency, and climate finance. This internship has helped me gain practical experience in the fields of Economics and Political Science, and learn how to work in a professional setting. Throughout this internship, I have been able to attend meetings with partner organizations and adopt advanced research and writing skills. Being at Jubilee USA has helped to understand how my studies can be applied to the real-world, and has given me valuable insight in shaping my career.

As a nonprofit organization dedicated to building a fair and equitable global economy, Jubilee provides me with insights into the structural causes of poverty and knowledge of how to apply public policies to address the most pressing issues. Regarding my communications position, the professional environment at Jubilee also enables me to hone my written communication, problem-solving and teamwork skills, which are important for self-development in my future career path in the public sector.
Accepting Fall 2023 Applications