



Spring Undergraduate Intern

The Leadership Conference on Civil and Human Rights



The Leadership Conference Education Fund

The Leadership Conference on Civil and Human Rights and The Leadership Conference Education Fund offer a substantive, fast-paced internship program designed to give undergraduate students interested in civil and human rights real-world work experience in the policy arena. The program provides interns the chance to increase their knowledge and awareness of a range of civil and human rights issues, such as voting rights, fair courts, criminal justice reform, educational equity, and the 2020 Census; enhance their understanding of coalition dynamics; and observe the legislative and rulemaking processes of the federal government.

The Leadership Conference on Civil and Human Rights, a 501(c)(4) organization, a coalition charged by its diverse membership of more than 200 national organizations to promote and protect the civil and human rights of all persons in the United States. The Leadership Conference has coordinated national advocacy efforts on behalf of every major civil rights law since 1957. Learn more at www.civilrights.org. **The Leadership Conference Education Fund**, a 501(c)(3) organization, builds public will for federal policies that promote and protect civil and human rights in the United States. Founded in 1969 as the education and research arm of The Leadership Conference, The Education Fund's campaigns inform, educate and empower local, state and national leaders to advance and protect civil and human rights and progressive change in the United States.

Core intern responsibilities include:

- Writing articles for our website and blog.
- Tracking legislation and litigation related to key issue areas.
- Monitoring media coverage of issue areas.
- Attending congressional hearings and briefings.
- Providing support to core departments, programs, and campaigns.
- Conducting on- and off-line research to support Leadership Conference/Education Fund staff.
- Planning, organizing, and carrying out an event for coalition interns.
- Providing administrative support.

Ideal candidates should have strong writing skills, a desire and ability to work with diverse groups of people, the ability to work collaboratively, the ability to multitask, and share our strong commitment to civil and human rights and social justice issues. An ability to maintain confidentiality is a must.

Our internships run for one semester. Start and end dates are flexible to accommodate various school schedules, and we require a 24-hour minimum weekly commitment.

Application Deadline: December 5, 2018

To apply, e-mail a resume and cover letter detailing your fit with the position's responsibilities, two references, and a brief writing sample of 1-3 pages to: internships@civilrights.org.

The Leadership Conference and The Education Fund provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, or veteran status.