



JOB DESCRIPTION

TITLE: Intern (Unpaid)

PRIMARY FUNCTION

Under direct supervision, participate in day-to-day operations and projects within the Mountain States Regional Office in order to learn real-world transferable skills and gain work experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primary:

1. Shadow the respective manager, and designated colleague(s), to gain real-world work experience in, and a greater understanding of, the respective field of interest.
2. Participate in Mountain States Regional Office meetings to gain a better understanding of the mission of ADL and familiarity with community service work.
3. Read print and electronic media on topics connected to the ADL mission.
4. Under direct supervision, conduct research, prepare memos and letters, and draft meeting minutes in order to gain experience in the implementation of community service work.
5. Gain a better understanding of field of interest by participating in special projects in the fields of development, civil rights, international affairs, education, community service, management, or other areas of interest. This may include both supervised and independent work on projects such as the Governor's Holocaust Remembrance Program; Words to Action (ADL's signature program that empowers college and pre-college students to respond to anti-Semitism and anti-Israel bias); and other ADL events such as the Civil Rights Awards and No Place For Hate Breakfast.

Secondary:

1. Provide administrative assistance as needed.

SUPERVISION EXERCISED:

None.

QUALIFICATIONS

1. Skills:

- Effective verbal and written communication skills.
- Research skills.
- Ability to demonstrate commitment to ADL's mission.
- Experience in Microsoft Office.

2. Work Experience:

- Prior volunteer or work experience helpful.

3. Education:

- Matriculated college student or recent college graduate.

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job, nor is it to be interpreted as a contract for employment.