

Summer 2021

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 seeking Associates who are passionate about social justice and love working in a team environment. In addition to a collaborative environment, we also 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, Accountability, and 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 research briefs, official memos, major event announcements, press releases, graphic design products, and other projects. We have templates for many of these items that help professionalize Associates' portfolios.
- **Receive one-on-one mentorship** from the Director of Policy and Advocacy. Each Associate meets with the Director in the first week to discuss their goals for the internship and their larger professional and academic goals. The Director will work with Associates to assign projects in alignment with those goals throughout the term. At the end of the internship, Associates will 1) reflect on their experience and 2) discuss next steps with the Director to determine how they can most strategically move forward in their career and how Jubilee can be a long-term resource. Throughout the term (and beyond!), the Director is available for resume help, referrals, and career advice.
- **End the term with an official letter of recommendation:** The Director 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 you have an idea for an entirely new initiative, you can lead a pilot project to implement your idea in consultation with the Director.
- **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.

Positions & Application

To apply, email your updated resume to zach@jubileeusa.org and include the name of the position you are seeking in the subject line. You may also mention that 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 Summer term is from May 17, 2021 to August 20, 2021.

Note: This internship can be completed entirely virtually. Associates who are in DC during the term can have the option to safely come into the office on occasion.

Policy

Communications

Outreach

**Development &
Executive**

Policy Associate

Position Overview

The Policy Associate works closely with the Director of Policy and Advocacy 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 officials and the public
- 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 newest 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 virtual events on behalf of Jubilee USA
- Working with staff on other priority projects as need arises

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 related field is a plus but not required. Positive attitude and enthusiasm is a must!

Communications Associate

Position Overview

The Communications Associate works closely with the Director of Policy and Advocacy 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 virtual events on behalf of Jubilee USA
- Working with staff on other priority projects as need arises

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 press, external affairs or communications. Knowledge of or interest in economic justice issues is a plus. Positive attitude and enthusiasm is a must!

Outreach Associate

Position Overview

The Outreach Associate works closely with the Director of Policy and Advocacy and other Associates to implement our campaigns by strengthening our grassroots outreach program. This position includes developing resources for grassroots 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 Director 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 need arises
- Attending virtual events on behalf of Jubilee USA

Qualifications

Ideal candidates have interest or experience in 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 Director of Policy and Advocacy 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 Director 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 need arises

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



Adrian Tabassi

Policy Associate

Fall 2020

Johns Hopkins University

B.A. Economics

My favorite aspect of interning has definitely been getting to sit in on meetings that Jubilee staff members attend. **Having the opportunity to be on calls where meetings with Members of Congress or recommendations to the Biden transition team** are discussed is an almost surreal experience and that I never expected to be able to have as a college student.

Jubilee has welcomed me into a positive working environment that has been a great post-grad fit. My time here has provided me with **invaluable experience that has sharpened my communication skills**. My favorite part of this internship has been sitting in on meetings with other coalitions. From those advocating for Puerto Rico to the affairs of many nations in Africa, Jubilee has met my niche for international relations.



Isabelle Hamilton

Communications Associate

Fall 2020

George Washington University

B.A. International Relations



Diana B.

Policy Associate
Spring 2021

The Ohio State University
B.A. Public Management,
Leadership, & Policy

Almost complete personal oversight and responsibility for multiple tasks has **increased my confidence** in performing various professional skills. Communication among team members makes for an **enjoyable and connected experience**. I learned more about the pace and environment I can expect in my professional career. It has provided me with a lot of **insight as to what paths I wish to pursue in the world of advocacy and public affairs**.

My colleagues are just amazing at collaboration. **There has not been a time where I felt alone working on a project.** The friendly and professional environment at Jubilee makes it an awesome place to grow and learn. It is so awesome to see that all the work you do is important for the org! Also, the coalition calls are an excellent opportunity to **learn more about what is being done in different areas of policy.**



**Daniela Ampuero
Castilla**

Policy Associate
Spring 2021

Calvin University
B.A. International Relations
B.S. Engineering



Robert Karlson

Project Coordinator
Fall 2020

Communications Associate
Summer 2020

College of St. Benedict & St. John's University
B.S. Political Science | B.A. French

I truly admire the in-depth and well-informed backgrounds that all of my colleagues come from at Jubilee. **Being able to work with people who have a similar drive and energy for our policies and work has been refreshing** and has inspired me to push myself. In addition to this, everyone brings a unique and interesting perspective that makes coming to work a treat rather than a chore.

One thing that has particularly stuck with me is the impact of our work. **Being on several phone calls with religious and policy leaders** around the country, their words of praise and appreciation for our work made it all worth it for me and pushed me to do my best every day.

Of the many skills that I've developed, one of my favorite things that I've learned is the **deeper intricacies of global trade and debt policy work**. Coming from a political science background, I was only tertiarily familiar with the economic side of this policy area at the beginning of my term, but now I leave with a wealth of knowledge that will help me not only in my future studies but **my future career as well**.

This opportunity allowed me to connect my interest in international organizations, peace studies, and research. I expanded my knowledge on U.S. politics, debt policies, communications, and writing. In addition to all these skills, my colleagues were always willing to help and we got to know each other well. **This made for a fun and supportive work environment that was great for bouncing ideas off each other.**



Morgan Carlson

Development & Executive
Associate, Summer 2020

College of St. Benedict &
St. John's University
B.A. Political Science



Nehemiah Jackson

Policy Associate
Fall 2020

University of Texas at San Antonio
B.A. Politics and Law
Archer Fellow

As an Associate for Jubilee, I've learned what truly goes into conducting and maintaining a non-profit organization. Skills such as **data management, memo writing, and policy research have proven invaluable and opened my eyes to new career possibilities.** Jubilee has placed me in a position where I'm able to meet with coalition members and key stakeholders in the fight against structural poverty.

One of my favorite parts of working at Jubilee was the variety of work and level of flexibility involved. I **felt like I was given the freedom and encouragement to focus on both the skill sets and content areas I was most interested in.** The internship program really caters to each individual.



Marianna Aslund

Policy Associate
Summer 2020

Georgetown University
B.A. International Political Economy

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





Accepting Summer 2021 Applications
