Freedom House Internship – Summer 2015
External Relations Advocacy Intern

Position Summary

The External Relations Advocacy Intern will support our work with congressional offices and Freedom House’s external audiences to engage and educate them on democracy and human rights issues and to raise awareness of violations of these rights around the world. The External Relations Advocacy Intern will also assist with event planning, administrative tasks, and may be asked to assist with communications and development efforts. This is a temporary, unpaid internship based in Washington, DC and reports directly to the Senior Advocacy Officer and Executive Vice President of Policy and External Relations.

Minimum Qualifications

• Intern must be currently enrolled in an accredited college or university. If you are not currently enrolled in an accredited college or university you are ineligible for this position.
• Must be available a minimum of 20 hours per week.
• Political science and international relations majors (or similar) preferred.
• Experience working for or with Congress preferred.
• Interest in and knowledge of human rights issues.
• Knowledge of the U.S. legislative system and processes preferred.
• Excellent internet research and documentation skills.
• Excellent writing, proofreading and editing skills.
• Strong attention to detail.
• Eagerness to be creative and take initiative on new ideas and projects.
• Ability to prioritize tasks and balance multiple projects with flexibility.
• Strong organizational skills.

Some Duties and Responsibilities

• Assist with outreach to congressional offices by preparing meeting materials, scheduling appointments, and performing other tasks as needed
• Attend congressional hearings and briefings.
• Research legislative issues dealing with international human rights and democracy promotion.
• Assist in the creation and distribution of external content for Freedom House, including Hill advocacy materials and website content
• Update and maintain our internal contacts database.
• Assist with event planning and scheduling, which may include drafting invitations and handout materials and assisting with event sign in and other event-related tasks.
• Other administrative duties and responsibilities as assigned

Work Environment and Physical Demands:

Essential functions are typically performed in an office setting. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function