

**Title:** Intern

**Reports to:** Intern Coordinator(s)

**Location:** Washington, DC

Giffords is looking for interns to join our growing team during the Spring 2019 semester. As an intern at Giffords, you will work directly with our Communications, Development, Engagement, Government Affairs or Political team on a wide range of projects.

Ideal candidates will be highly organized, focused, and passionate about the issue of gun violence prevention.

**DUTIES + RESPONSIBILITIES:**

- Communications
  - Monitor and assemble daily press clips on related issues
  - Monitor break stories
  - Draft content for messaging
  - Create press lists
  - Research reporters and assigned topics
- Development
  - Conduct donor & prospective donor research
  - Assist with database entry, management, and finance tracking
  - Draft donor correspondences and assist with mailings
  - Help with special projects and events as needed
- Engagement
  - Assist with research and statistics related to various advocacy coalitions
  - Manage individual advocate contact information and correspondence
  - Help plan and execute events related to the Giffords Courage Fellowship
  - Work to recruit young advocates to be involved in the Giffords Courage Fellowship
- Government Affairs
  - Research gun-related issues, policies, and legislation
  - Research potential stakeholders and influencers
  - Produce materials related to said research projects
  - Collect and identify relevant policy research from various outlets and allies
  - Monitor and summarize legislative hearings and markups
  - Assist with meeting and event preparations
- Political
  - Conduct media monitoring for key races, states, and regions
  - Manage constituent correspondence
  - Research personal, electoral, legislative and political histories of candidates and incumbents



- Collect and identify relevant political and electoral research from various outlets and allies
- Assist with compliance work related to PAC checks and Independent Expenditures

The position is paid and based in Washington, DC. Duration of the internship is negotiable with a preferred commitment of 10-15 hours per week during the spring semester of 2019. Giffords will work with interns to gain academic credit if applicable.

Interested applicants should send a cover letter, indicating which team(s) they are interested in interning with, along with their resume to:

Bianca Gutierrez  
Operations Manager  
jobs@giffords.org

*Giffords is proud to be an equal opportunity employer committed to assembling a diverse staff. Women, minorities, people with disabilities, and veterans are strongly encouraged to apply.*

## **ABOUT GIFFORDS**

Giffords is a nonprofit organization dedicated to saving lives from gun violence. Led by former Congresswoman Gabrielle Giffords and her husband, Navy combat veteran and retired NASA astronaut Captain Mark Kelly, Giffords inspires the courage of people from all walks of life to make America safer.