

Title: Intern

Reports to: Intern Coordinator

Location: Washington, DC

Giffords is looking for interns to join our team during fall 2019. 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 such as press release and blog posts
 - Create and reorganize press lists
 - Research reporters and assigned topics
 - Film production and editing
- **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 and execute events related to federal and state coalition
 - 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 commitment of approximately 10-15 hours per week during the fall 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 creating an environment that celebrates diversity, equity and inclusion. People of color, trans individuals, gender non-conforming individuals, women, people with differing abilities, 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, Giffords inspires the courage of people from all walks of life to make America safer.