

**Title:** Intern

**Reports to:** Intern Supervisor

**Location:** Washington, DC

Giffords is looking for interns to join our team in Washington, DC during the summer of 2020. The ideal Giffords intern is highly organized, detail-oriented, a strong writer, and passionate about the issue of gun violence prevention.

This position is paid and is located at our office in downtown Washington, DC. Giffords will work with interns to gain academic credit if applicable. Start date is June 1, 2020 with a commitment of approximately 30 hours per week during the summer of 2020.

Interns will work on one or more of our teams listed below to help support our ongoing efforts in the fight against gun violence. Exact team placement will be based on relevant experience of each intern and capacity needs of each team.

**DUTIES + RESPONSIBILITIES:**

- **Communications**
  - Monitor and assemble daily press clips on related issues
  - Monitor break stories
  - Draft content for messaging including press releases, blog posts, and other content
  - Create and organize press lists
  - Research reporters and assigned topics
- **Development**
  - Conduct donor and 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 + Advocacy**
  - Provide support to our Courage Fellowship program, a leadership development program for young gun violence prevention advocates
  - Support our expansion of our gun owners, law enforcement, and medical coalitions
  - Conduct research and provide statistics related to various advocacy coalitions
  - Manage individual and coalitional advocate correspondence
- **Government Affairs**
  - Research gun-related issues, policies, and legislation at the state and federal levels
  - Research potential stakeholders and influencers
  - Collect and identify relevant policy research from various outlets and allies
  - Track progress on gun-related legislation at the federal and state levels



- Monitor and summarize legislative hearings and markups
- Assist with meeting and event preparation
- **Political**
  - Conduct media monitoring for key races, states, and regions
  - Research personal, electoral, legislative, and political histories of candidates and incumbents
  - Collect and identify relevant political and electoral research from various outlets and partners
  - Track communications with federal, state, and local campaigns
  - Write first drafts of memos and briefs; draft PAC candidate endorsement letters
  - Assist with compliance work related to PAC checks and independent expenditures
  - Assist with coordinating political events

**TO APPLY:**

Interested applicants should send a cover letter and resume to:

Bianca Gutierrez  
Deputy Operations Director  
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.