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## EXECUTIVE INTERN (NEW YORK, NY)

Repair the World is a national nonprofit dedicated to elevating volunteerism, service and social responsibility as central to American Jewish life. The organization is headquartered in Midtown Manhattan and has a small team of fast-paced, talented, diverse individuals working in the context of an entrepreneurial, collegial and results-oriented culture.

The Executive Department is hiring an intern for **10 hours per week** beginning in February 2012. Candidates should be full-time college undergraduate students interested in the non-profit, Jewish, and/or service sector. The intern will report to the Special Projects Manager.

### IDEAL CANDIDATE

The intern should be professional, thoughtful, organized, and polished with **superb written and oral communication as well as interpersonal skills**. Ideal candidates will be highly motivated, extremely productive with great attention to detail and to presentation, quick learners, excellent researchers, and capable of working independently as well as collaboratively. He/she should have significant interest in learning about a non-profit organization from perspective of the CEO.

### KEY RESPONSIBILITIES

The **internship offers significant exposure to high-level meetings, planning, and strategy** and consists of, but is not limited to, the following responsibilities:

- Support department functions, such as tracking and reporting of finances and metrics and organizing travel.
- Prepare briefing materials for the CEO and coordinate meeting follow up.
- Manage logistics for Board and select committee meetings.
- Draft correspondence to organizational stakeholders and partners.
- Research potential programs and partners, including effective teen and volunteer programs, models for community-based service, and fraternity and sorority service initiatives.
- Assist in managing a variety of department-wide projects and initiatives, including major conferences and events, research dissemination, and campaigns.

### COMPENSATION

Lunch and transportation allowances offered though no additional compensation or benefits provided.

### HOW TO APPLY

Please send résumé, cover letter, and 1-2 page writing sample to [hire\(at\)weRepair.org](mailto:hire(at)weRepair.org), subject line "Executive Intern." In your letter, please address why you are interested in this opportunity and what strengths you bring to Repair the World. Questions should be directed to [jamie@weRepair.org](mailto:jamie@weRepair.org).



## **EQUAL EMPLOYMENT OPPORTUNITY**

Repair the World is an Equal Opportunity employer and affirmatively seeks to advance the principles of equal employment opportunity as it applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.