

The U.S. Commission on International Religious Freedom was created by the International Religious Freedom Act of 1998 to monitor the status of freedom of thought, conscience, and religion or belief abroad, as defined in the Universal Declaration of Human Rights and related international instruments, and to give independent policy recommendations to the President, Secretary of State, and Congress. The Commission is an equal opportunity employer.

INTERNSHIPS

Communications Intern:

- Maintains and expands database of media, non-governmental organization, think tank, academia, and religious contacts
- Posts on social media sites such as Twitter and Facebook
- Helps update website
- Helps prepare materials for distribution to the public and press, including press releases, policy briefs, newsletters, and reports
- Creates daily press clips for distribution
- Helps organize and provide logistical support for events such as press conferences, public hearings, and speaking engagements
- Provides general administrative support as needed

Eligible candidates should have:

- At least two years of undergraduate study completed
- Experience with Social Media such as Twitter and Facebook
- Knowledge of Adobe InDesign and other publishing programs
- Willingness to do administrative work
- Attention to detail and strong organizational skills
- Willingness to work independently and with minimal supervision
- Interest in human rights and foreign policy
- Excellent writing and editing skills

Government Relations Intern:

- Tracks foreign policy statements, human rights legislation, and relevant policy publications
- Attends and reports on Congressional hearings
- Reviews relevant government agency websites and publications daily
- Researches actions taken by and platforms of Members of Congress and Congressional committees and organizations
- Provides general administrative support as needed

Eligible candidates should:

- Be recent college graduates, college seniors or students enrolled in a graduate program, with an interest in government affairs, foreign policy or a related field
- A passion for foreign policy and human rights
- Possess excellent writing and comprehension skills
- Be familiar with Microsoft Office, including Excel

Policy Department: Legal Research Intern

- Conducts research on a variety of international human rights and comparative law topics, as assigned

Eligible candidates should be:

- Law students or recent law graduates with coursework or experience in constitutional law, international affairs, human rights, religious affairs, or a related field
- Familiar with legal research techniques and the Microsoft Office suite
- Ability in Arabic is helpful, but not required
- Interested in the field of international human rights

Policy Department: Regional Policy Analysis Intern

All applicants must specify what region they are applying for in the cover letter and in the subject line of emailed applications.

- Researches a variety of international religious freedom and human rights issues, with a focus in one or more of the following world regions:
 - Africa
 - East Asia
 - Europe and Central Asia
 - Middle East
 - South Asia

- Assists in preparations for meetings, roundtables, Commission travel, and other events
- Possesses demonstrable knowledge of a particular world region
- Attends meetings at the Commission with international visitors and other groups interested in the Commission's work
- Attends and reports on public hearings and other events around D.C. on issues relevant to the Commission's work
- Assists with administrative duties, as needed

Eligible candidates should have:

- At least three years of undergraduate study completed with coursework or experience in public policy, international affairs, political sciences, human rights, religious affairs, government affairs, or a related field. Recent graduates and graduate students are encouraged to apply.
- Academic background in the desired world region(s) of study
- Willingness to do administrative work.
- Familiarity with the Microsoft Office suite. Knowledge of Microsoft Access is a plus.
- Fluency in a foreign language (particularly Mandarin Chinese, Russian, or Arabic) is preferred.

Administrative Intern: The administrative department is currently accepting applications for an immediate opening.

Eligible candidates should have:

- Attention to detail and strong organizational skills
- Willingness to work independently and with minimal supervision
- Interest in human rights and foreign policy
- Familiarity with Microsoft Office

Tasks will include regular office duties and occasional exposure to religious freedom activities on and around the Hill.

Applications are now being accepted for the Spring Semester 2013.

Most internships are part-time (20-30 hours) and all are unpaid. Course credit is available. The Commission does not provide housing, moving expenses, or transportation expenses.

To apply for an internship, please e-mail, fax or mail a resume, 3-5 page writing sample, 2-3 references and a cover letter explaining your qualifications and why you would like to intern at the Commission. All applicants must specify the internship and semester in both the cover letter and the subject line of emailed applications.

Internship Program United States Commission on International Religious Freedom
800 North Capitol Street, NW, Suite 790
Washington, DC 20002
(PH) 202-523-3240; (FAX) 202-523-5020
(EMAIL) internship@uscirf.gov

The application deadlines for each semester are as follows:

Fall/Winter Semester: September - December
Application Deadline: July 1st

Spring Semester: January- May
Application Deadline: November 1st

Summer Semester: June - August
Application Deadline: February 1st