

**Servant Leadership Summer Internship Placement Site
Job Description Information Sheet
Summer 2025**

Organization Name: American Jewish Committee (AJC)

Address: 3525 Piedmont Rd, Bldg 6, Ste 605, Atlanta, GA 30305

Phone: 404-233-5501

Website: www.ajc.org/atlanta

Internship Supervisor: Sam Halpern

Supervisor's contact information including e-mail: halperns@ajc.org

Organization's Mission Statement: AJC's mission is to enhance the well-being of the Jewish people and Israel, and to advance human rights and democratic values in the United States and around the world.

Summary of organization's primary programs and services: From world capitals to college campuses, AJC works with leaders across society to support Israel and combat surging antisemitism, and we leverage strategic communications to educate, counter misinformation, and shape public opinion. AJC is staunchly non-partisan.

Intern's title: AJC Atlanta Intern

Number of interns requested: 1

Internship project/job description (Please detail degree to which position is in-person, virtual, or hybrid.): AJC's Southeast Internship Program offers students unparalleled industry exposure and an opportunity to make valuable contributions in a challenging and rewarding professional environment. Through mentorship and hands-on experiences, interns help advance AJC's mission through innovative programming, research, political advocacy, intergroup relations, and diplomacy.

Ability to work in-person is preferred but not required.

Major responsibilities include:

- Assist AJC Atlanta in the implementation of advocacy programming, meetings, and briefings, including preparing backgrounders and briefing papers and other relevant materials.
- Research current news, foreign and domestic policy (including state and local policy), particularly as it pertains to special projects and donor relations.
- Support internal and external communication through database management, webpage updates, member correspondence, and outreach to partners and interlocutors.

Potential projects include:

- Develop database of Southeast-based companies, schools, and civic organizations, and work with AJC Atlanta team to connect with these institutions to offer antisemitism trainings and briefings.
- Research Southeastern leaders who would be a good fit for Project Interchange.
- Write articles on topics of personal interest that relate to AJC issues to publish in local newspapers.
- Research which Southeast elected officials are sympathetic to Jewish and Israel-related issues and who have or may be inclined toward taking anti-Israel stances.
- Assisting with LFT and BJTI alumni engagement efforts, including working with the LFT Alumni Council.
- Maintain database of Southeastern elected officials, updating after the November election.
- Research and identify up-and-coming political leaders in Georgia for AJC Atlanta to connect with.
- Develop database of religious leaders in Atlanta.
- Review and organize federal hate crimes reporting data for local municipalities and make suggestions for outreach.

Qualifications:

- Current college students and recent graduates are eligible to apply.
- Detail-oriented with excellent organizational abilities.
- Exceptional oral and written communication skills.
- Able to handle multiple projects daily and work in a fast-paced environment.

- Passionate about AJC's priorities, community-building, intercultural dialogue, and international relations.

Other requirements, if any, for this position (security check, drug screen, immunizations, etc.)? No.

Will the internship require that the student have a car?. If in-person, intern will be expected to attend some evening events.

Is placement site accessible by public transit or other transportation options? The Buc Buckhead Rideshare stops outside our building.