

MCC Job Opportunity

Mennonite Central Committee and MCC U.S.
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Assignment Title: **International Affairs Intern**

Reports to: Legislative Associate for International Affairs, Washington Office

FTE: .5-1.0

Location: Washington, DC

Classification:

% Travel Required: 0-5%

FLSA Status: Non-exempt

Date Required: Winter/Spring (Jan-Apr), Summer (June-Aug), Fall (Sept-Dec)

All MCC workers are expected to exhibit a commitment to: a personal Christian faith and discipleship; active church membership; and nonviolent peacemaking.

Synopsis:

This is a 3 to 4-month internship, providing research and monitoring on several international policy issues, as identified by supervisor. The intern will also provide logistical support for a variety of office projects.

Qualifications:

- Basic research, oral and written communication skills
- Interest in public policy issues
- Interest in biblical and Anabaptist perspectives on public policy

Responsibilities:

Must be team player, able to function as part of international team and the Washington Office team of 5-6 individuals. Able to take initiative, work independently, with bi-weekly supervision. Share in routine office administrative and maintenance responsibilities.

Major Responsibilities:

Clerical – 30%

Writing/Speaking – 25%

Advocacy – 35%

Networking – 10%

Tasks:

Clerical – 30%

- Assist in planning seminars for constituency
- Assist with general office tasks
- Assist with projects, as identified by supervisor

Writing/Speaking – 25%

- Prepare one action alert
- Write one article for Third Way Café website or the MCC Washington Office website
- Relate to constituency through seminars, as appropriate

Advocacy – 35%

- Monitor and analyze U.S. international policy by participating in ecumenical legislative working groups and attending conferences and congressional hearings
- Make several lobby visits on an issue being monitored (or participate in visits that MCC Washington Office staff members are making related to their issues)

Networking – 10%

- Attend and participate in MCC-related activities (staff meetings, retreats, etc.)

Location Description:

The MCC Washington Office is located on Pennsylvania Avenue, SE, about 8 blocks from the U.S. Capitol building. It is easily accessible via public transportation.

Washington, DC is a highly diverse city of about 600,000, with the total metro area population numbering slightly more than 5 million.

Editor: Rachelle Lyndaker Schlabach

4/25/08