



GRANTMAKERS CONCERNED WITH
IMMIGRANTS AND REFUGEES

GCIR SUMMER INTERN

The Organization

GCIR envisions a society in which everyone thrives no matter where they were born. To make that vision a reality, we galvanize philanthropy to advance immigrant justice and belonging. As the nation's only immigrant-focused philanthropy-supporting organization (PSO), we work with our more than 140 member institutions, the 1,200 individual grantmakers in our network, our partners in the field, and other PSOs to mobilize funder resources on the most pressing issues facing immigrants, refugees, and asylum seekers.

The Internship

The internship is designed to provide individuals exposure to the workplace, provide experience in a nonprofit organization, deepen knowledge of issues related to immigration, and help build skills for future employment. The summer intern will work remotely, 24 hours/week, for eight weeks starting in early July. The Director of State and Local Programs will provide daily supervision, and the intern will work with other staff as assigned. Upon completion of the internship, a \$4,040 stipend will be awarded, including coverage for cell phone and wifi use.

Duties and Responsibilities

- Support research, including checking reference sources and adding proper citations, for informational resource
- Support Director of State and Local Programs in conducting informational interviews with field leaders and funder partners
- Provide support with program preparation and registration
- Assist Programs Associate in updating and cleaning up electronic files and inputting information in database, including Salesforce.
- Draft a blog post reflecting on takeaways from the internship
- Provide social media support
- Carry out other projects and responsibilities at the discretion of the Vice President of Programs and Director of State and Local Programs

Required Skills and Experience

- Outstanding written and oral communication skills
- Excellent interpersonal skills
- Working toward an associate degree in a relevant field
- A demonstrated commitment to a professional work culture with diverse perspectives.
- Ability to effectively work remotely while managing multiple priorities
- Proficiency in Microsoft Office

Preferred Skills and Experience

- Recipient of Deferred Action for Childhood Arrivals (DACA), Temporary Protected Status, Deferred enforced Departure, or Humanitarian Parole
- Proficient and consistent use of MLA- or APA- style, or equivalent, in citing sources
- Working toward a bachelor's degree in a relevant field

To be Considered

GCIR is committed to building and retaining a talented, diverse, and inclusive team. Our team members represent diverse backgrounds, bring a wide range of educational, professional, and lived experiences, and contribute expertise from varied disciplines within the philanthropic, nonprofit, public, and corporate sectors. We welcome candidates of all races, ethnicities, nationalities, religions, abilities, sexual orientations, and gender identities and expressions. We strongly encourage Black, Indigenous, or people of color; women, LGBTQIA+ individuals, those from immigrant and refugee backgrounds, differently-abled people, formerly incarcerated people, and people of any and all traditionally marginalized identities to apply. Applicants will not be discriminated against because of race, color, sex, sexual orientation, gender identity or expression, age, religion, national origin, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state, or federal laws.

Please submit a cover letter and resume to jobs@gcir.org with "Summer Internship" in the subject line. For priority consideration, candidates are encouraged to submit materials by June 17, 2022. In your cover letter, please explain why you are interested in this role and how your experience and skills are relevant. No phone calls or email inquiries, please.