

The Human Trafficking Institute

Summer Intern | 2019

Job Description

The Human Trafficking Institute Intern will support the work of the Institute's Communications, Strategic Partnerships, and Legal/Program teams. In this role, the Intern will have the unique experience of collaborating across teams to ensure timely execution of various projects. The ideal candidate is an internally-compelled self-starter who is excited about wearing many hats to help the Institute succeed in its mission to decimate modern slavery.

Responsibilities

Communications

- Write and edit articles for the Institute's #InContext series as well as other articles as needed
- Write for and support the work of the Trafficking Matters website
- Assist with preparation/hosting of August Board of Directors meeting
- Assist with growing our Justice Partners monthly giving program

Strategic Partnerships

- Coordinate travel arrangements and complete expense reports for the CEO
- Review and edit documents, records, and forms for accuracy, completeness, and structure
- Assist with meeting preparations for the CEO
- Work in collaboration with the Strategic Partnerships Assistant to complete weekly tasks as needed
- Participate in Team Meetings and attend/support Institute events.
- Assist with other administrative tasks, as needed

Legal / Program

- Perform basic research on various topics related to human trafficking
- Assist with preparation for onboarding of 2019-20 Douglass Fellows class

Skills and Experience

Ideal candidates find joy in supporting those they work with; they find fulfillment in making those around them better. The candidate is incredibly detail-oriented, relationally and emotionally mature, and thrives in a fast-paced environment.

Desired Skills

- Strong research and writing ability
- Experience managing multiple tasks
- Organized, meticulous attention to detail
- Excellent communication skills
- Ability to quickly and independently produce a professional work product
- Self-motivated and articulate

- Demonstrated commitment to prompt and faithful follow-up and follow-through
- Thorough knowledge of Microsoft Word and Excel, including formulas and mail merge functions

Critical Qualities

- Exceptionally high level of honesty and integrity
- Winsome
- Articulate
- Strong ethic of service
- Wise and mature judgment
- Highly-motivated, focused, and passionately committed to the mission
- Tenacious and creative problem solver
- Sustained positive attitude
- Disciplined with time and priorities
- Professional presentation in demeanor and in written and verbal communications

To Apply:

This full-time position starts in May 2019 (official start date flexible) and will be based in our Merrifield, Virginia office. Applicants should submit a cover letter, resume, writing sample and three references to applications@traffickinginstitute.org. Your writing sample should be no longer than two pages and should demonstrate your ability to communicate clearly and concisely. Your references should include one professional and one academic reference. Applications will be accepted until the position is filled.