



Description

The Quixote Center's work dismantles oppressive systems and structures so that vulnerable people are empowered to become the artisans of their own destiny. Inspired by liberation theology, we do this through sustainable development, U.S. policy reform, economic justice, and educational initiatives. The Advocacy and Communications Intern supports Quixote Center staff to achieve our mission.

Advocacy

Work will include:

- Maintain spreadsheet of meetings and contacts.
- Draft letters and actions.
- Research policy influence opportunities.
- Attend coalition meetings.

Communications

Work will include:

- Manage social media accounts and post at least twice weekly (Facebook, LinkedIn, Instagram). Post on other accounts as needed.
- Design social media posts in collaboration with staff.
- Write blog posts on topics of concern relating to Quixote Center work.
- Assist with quarterly newsletter.

Administrative

- Attend staff meetings and check-ins.
- Assist with administrative tasks when needed, such as mailings and events.
- The Intern should be prepared for other tasks as needed.

The Quixote Center is a hybrid work environment, working in the office located near Capitol Hill and the Union Station Metro twice weekly, on Tuesdays and Thursdays, and remotely on Monday, Wednesday and Friday.

To Apply

Applications are accepted on an ongoing basis. Please submit a resume and cover letter to info@quixote.org.