



Internship Program



Tomorrow's Women

Founded in 2003 in Santa Fe, New Mexico Tomorrow's Women is a women-run non-profit empowering female-identifying youth to be agents of non-violent change. Our founders, humanitarian Rachel Kaufman, artist/filmmaker Debra Sugerman, and peace activist/writer Anael Harpaz believed in the pivotal role young women could play in transforming the Middle East conflict using their empathy, compassion and creativity as tools for transformation. Our work began by training young Palestinian and Israeli women to break down barriers of anger and prejudice, partner as leaders, and inspire action that promotes equality, peace, justice for all. Today, nearly twenty years later Tomorrow's Women continues this foundational work. Our training has expanded to include young women from across Palestine (Gaza, West Bank, East Jerusalem), Israel, and the United States building strong, compassionate leaders partnering to resolve conflicts and lead social development in their local communities. We envision a world where young women lead their communities toward peace, where occupation ends, and justice and human rights prevail.

Our Internship Program

The internship program is designed for college students and recent graduates with degrees in or currently studying fields related to our work. Each year, we select interns to work closely with the Tomorrow's Women staff and volunteers to gain experience in nonprofit management & operations, fundraising, research, digital and print communications—and more—while learning valuable skills to further their careers. Each intern will also be expected to complete at least one independent project, to be determined by staff with intern input, by the end of the program.

Depending on when you'd like to intern there will be different programs you'd be working with.

- *Peace Ambassadors* (Santa Fe): January - May
- *Advanced Leadership Initiative* (Israel): March - late December
- *Senior Young Leaders Speaking Tour* (US): March - May & other timeframes
- *Gaza Girls* (virtual): April - early July
- *Young Leaders - International Peace Camp* (Santa Fe): June - mid-August
- *Young Leaders - post camp workshops* (Israel): Sept - December
- *Educational and Skills building workshops*: (virtual & in-person) year-round

DURATION: 10 Weeks on average. Start dates and durations vary during the academic year. Summer internships typically run from June 1 - August 10.

HOURS & LOCATION: Interns are expected to work a minimum of 12 -15 hours per week. In-person, work is done at our Santa Fe offices and off-site locations for research such as The SF Community Foundation. Remote work with our international offices in the Middle East and for specific projects is available depending on the time of year and organizational needs.

COMPENSATION: Internships with Tomorrow's Women are unpaid, though they provide valuable work experience. Interns may arrange for academic credit through their school. Please specify in your application if you are seeking credit and what paperwork will be required of our organization.

Duties and Responsibilities

Internship work duties can cover a broad range of areas including program support, volunteer management, administration, fundraising, education and outreach, marketing and organizational development.

General Administration and Program Support

- Provide overall program support and project backstopping
- Carry out grant research and/or assistance with proposal or report writing
- Assist with volunteer coordination, including calls and emails to volunteers
- Prepare and coordinate mass mailings
- Complete data entry and basic database functions
- Support social media content management and scheduling
- Advance other digital communications/marketing initiatives
- Support Santa Fe-based youth program activities and local events
- Provide other general administrative support as needed

We do our best during the interview and intake process to identify a selection of work tasks based on your interests and career goals and our organizational needs. While there is a general level of admin work for interns, we are happy to give you work assignments according to your interests – some special interest areas may include: non-profit operations, international development, capacity building, program design and development, media and communications, public outreach and engagement, grant-writing and fundraising.

Independent Project

With mentorship and guidance from Tomorrow's Women staff, interns select and complete one or more independent projects during their internship. All projects must be completed by the end of the internship term. These serve as good work samples for career development portfolios.

Independent Projects usually fall in the areas of:

1. *Communications/marketing*: this may include social media management, newsletter production, website content management, etc.
2. *Educational programs*: this may include planning virtual educational events or preparing educational materials for volunteers, donors and public events
3. *Online fundraising*: working with staff to develop and promote an online fundraising campaign
4. *Other*: other project ideas are open for discussion based on intern interests and organizational need

Past independent projects have included: researching and compiling an information brief to create an organizational Wikipedia page, drafting profiles of Young Leaders for social media posts, and completing grants research report.

SUPERVISION: Interns will have a primary supervisor they will report to and have weekly check-ins with. Most work is done independently, though staff offers support as needed.

How to Apply

Applications are accepted on a rolling basis throughout the year. Please review the criteria to ensure you meet the requirements and provide further explanation in your application to demonstrate these.

DESIRED QUALIFICATIONS

- Applicants must be enrolled in college or have recently graduated with a degree in a field related to our work (ie - international relations, international policy or diplomacy, peacebuilding, women's studies, women's development, etc.) OR have significant experience in dialogue, peacebuilding, leadership development, or Israeli-Palestinian relations.
- Applicants must be able to use their own personal laptop or computer and have functional skills in MS Office Suite (Word, Excel, PowerPoint). As a small non-profit, we don't have the ability to provide you with a computer, but you will be able to access our printers from the office.
- Social media proficiency preferred, particularly for Facebook, Instagram and YouTube.
- Desired personal qualities include: detail-oriented, effective oral and written communication skills, problem-solving ability, strong work ethic, positive mindset and ability to work independently.

APPLICATION PROCESS

To apply download the internship application from our website. Send the below four documents by email, subject line "**Internship Application - your name**" to the Program Director, Cris Caltagirone, cris@tomorrowwomen.org.

1. Internship Application
2. Résumé, detailing education, experience, interests, preferred contact method
3. 1 Letter of Recommendation (work experience & work-related skills like MS Office, writing)
4. 1 Letter of Recommendation (personal qualities, communication and interpersonal skills)

Once your application has been reviewed, if your profile meets our needs, you will be contacted for an interview. During the interview, we will confirm your skills and interests, as well as your schedule and potential internship dates. Interviews usually last 1 hour and are done preferably over Zoom.

QUESTIONS OR CONCERNS?

Please don't hesitate to reach out to us if you have any questions or if you are concerned you may not meet our criteria. We are happy to talk and work with you.

Thank you for your interest in work with us. We look forward to collaborating with you!

**TOMORROW'S
WOMEN**
Courage. Leadership. Change.