



Jewish Community of Louisville

INTERNSHIP OPPORTUNITIES

The Jewish Community of Louisville internship program welcomes students and recent graduates who wish to supplement their education and professional experience by working in a not-for-profit organization. JCL internships offer experiential education in a challenging, hands-on environment in exchange for a substantive contribution from gifted and interested individuals.

The JCL was created in 2009 through the merger of the Jewish Community Center and the Jewish Community Federation. It is the central organization of the Jewish community in the Louisville metropolitan area. JCL interns will have the opportunity to work with both the fundraising and development and the programming sides of the organization.

The JCL is umbrella fundraising organization for the Jewish community. Through the annual Federation Campaign, the JCL raises more than 2.5 million dollars for Jewish organizations in Louisville and around the world. The JCL also provides leadership development, community planning and public relations for the Jewish community in Louisville, and publishes *Community*, a monthly newspaper.

The Jewish Community Center is the programming arm of the JCL. The JCC is a human service agency committed to enhancing the quality of family life and promoting the physical, intellectual and spiritual wellness of the individual. It provides health-related activities, cultural and educational programs that serve the community at large, including populations at risk. Membership and services are offered to the Jewish and general community.

There are three application deadlines and selection periods per year. Internships require a minimum commitment of 20 hours per week for three months, during which time interns complete a specific project as well as daily assignments. Interns also participate in departmental meetings, special events, and various educational programs, as well as attend JCL events.

The Jewish Community of Louisville seeks diversity in its intern staff and provides equal opportunity to its applicants.

The Application Process

Applications may be submitted electronically by emailing swallace@jewishlouisville.org and attaching your application form, resume and samples or portfolio by the appropriate deadline. Include your school's credit requirements in the e-mail.

Application materials are under review for approximately three to four weeks after the deadline. Candidates for interviews will be notified by e-mail. Please note that incomplete applications will not be considered.

The JCL offers unpaid internships three times throughout the year. All internships are unpaid. Students interested in cooperative education or academic credit should contact their college placement office or counselor for more information.

If you have questions about applying for an internship, please email (swallace@jewishlouisville.org) or call 502-618-5311.

Application Deadlines (three yearly)

<u>Internship Term</u>	<u>Application Deadline</u>
Fall Term (September - December):	August 26
Winter/Spring Term (January - May):	November 11
Summer Term (May - August):	April 20

Internships are offered in following areas:

Graphic Design/Social Media Internship:

The JCL Graphic Design Intern will assist with the creation of internal and external marketing and program materials. Projects may include but are not limited to; designing logo and posters, creating new and updating website pages, designing advertisements and other design projects on an as-needed basis. Interns will need to be very proficient with the Adobe Creative Suite. Adobe Dreamweaver, Joomla or Adobe Premiere experience a plus. Interns must have completed at least one year of college to apply.

Community/Marketing Internship

The JCL Community/Marketing Intern will help prepare *Community* on a monthly basis. Duties will include but are not limited to story research and writing, taking photos and working with archive materials. Interns will also write press releases and handle media requests. Interns will need a background in newspaper writing and Microsoft Office experience. Photo experience a plus. Interns will also complete other Marketing functions as needed. Interns must have completed at least one year of college to apply.

Jewish Community of Louisville Internship Program

Application

Name: _____

Home Address: _____ Home phone _____

_____ Cell Phone _____

School Address: _____ School phone _____

_____ E-mail _____

Are you a Freshman___ Sophomore___ Junior___ Senior___

College Major: _____

Current GPA: _____

List College Courses Completed and Grades.

If you have an unofficial transcript from your college please submit that instead

You may use additional space or attach extra sheets of paper if needed for the following questions:

1. What are your current career plans?

2. What are your extracurricular activities in college?

3. List any special high school activities or experiences relevant to the internship position:

4. List all previous jobs or relevant volunteer experiences:

5. What do you hope to gain most from your internship experience?

6. What special skills or competencies do you feel you bring to the intern position?

7. How do you see this internship experience linking with your long-term career development?