



Americans For Financial Reform Education Fund Spring 2024 Executive Fellow

Formed in the wake of the 2008 crisis, Americans for Financial Reform is working to lay the foundation for a strong, stable, and ethical financial system – one that serves the economy and the nation as a whole, rather than a select few, and we are looking for bright interns to join the fight!

Our Vision: A world where the rules that govern the economy center human needs and help all families and communities to flourish.

Our Mission: Fighting to create a financial system that deconstructs inequality and systemic racism and promotes a just and sustainable economy.

Executive Fellowship (2024-2025): This Internship is a year-long, part-time, paid position. The Executive Intern will report to the COO and provide a range of organizational, operational, and logistical support to the COO and the organization. This is an outward-facing position, meaning the Executive Fellow will be in regular contact with people outside AFR/AFREF's staff, including coalition members, the Board of Directors, vendors and service providers and other partners or event participants. An ideal candidate will be attentive to email, organized, proactive, thorough with follow-up, and able to juggle multiple projects at once. Location in the Washington, DC area is preferred but not essential.

Responsibilities for the Executive Fellow:

- Curate, edit and format monthly reports detailing AFR/AFREF's work for the Board of Directors
- Provide logistical and technological support for events, including assistance in the planning, coordination, and production of events
- Provide organizational support for AFR/AFREF operations, such as updating the website and managing subscriptions
- Prepare materials for board meetings
- Complete special projects for the Board of Directors, COO, Senior Human Resources Manager and Executive Director
- Update organizational forms and resources

Qualifications for all internships:

Ideal candidates must have a strong commitment to racial justice, economic justice, and social justice. They should have excellent written and oral communication skills, and high proficiency with general office software (Microsoft Word, Excel, and PowerPoint preferred). Candidates must also be detail-

oriented, with solid judgment and good relationship-building skills.

Compensation:

AFR Ed Fund offers interns a compensation of \$16.10/hour, together with stimulating, soul-satisfying work, and a crash course in public-interest advocacy, financial regulation, communications, and coalition building. Academic credit is available as well.

To apply:

Please send a resume, a cover letter, a brief writing sample, and three references to internships@ourfinancialsecurity.org. Please note that we are only able to hire residents of the following states: *Alaska, California, District of Columbia, Florida, Georgia, Illinois, Kentucky, Maryland, Massachusetts, Nevada, New Hampshire, New York, North Carolina, Rhode Island, South Dakota, Tennessee, Texas, Virginia, Washington, Washington (state), Wyoming.*

Americans for Financial Reform Education Fund provides equal employment opportunities (EEO) to all applicants for employment without regard to race, color, religion, gender, gender expression, sexual orientation, national origin, age, or disability. AFR Ed Fund is located at 1615 L Street NW in downtown Washington, D.C.

*Americans for Financial Reform Education Fund is aware that for-profit companies have been selling services related to our internship program. Please be aware that AFR Education Fund is **not** collaborating nor partnering with any such companies and paying for such services does not guarantee placement in our internship program. AFR Education Fund **does not** charge any fees at any stage of the application and selection process.*