



## SAN JOSE OFFICE INTERN

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*San Jose Office Interns* work closely with the San Jose Office of the ACLU of Northern California to advance civil liberties in Silicon Valley. Office Interns educate and engage the community on issues ranging from government surveillance to immigrant rights and police accountability.

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**The Office** The ACLU of Northern California is an affiliate of the American Civil Liberties Union, a national nonprofit organization devoted to the protection of civil liberties. The ACLU uses a combination of lobbying, grassroots organizing, litigation, and campaigns to achieve its goals. The San Jose Office defends civil liberties in the Silicon Valley region.

**The Position** San Jose Office Internships are volunteer positions. Office Interns work closely with the San Jose Director and Program Assistant in conducting research, recruiting volunteers, organizing community outreach efforts, and working with an intern team on ACLU issues. Work will also include speaking with voters, tabling at community events, and educating the community. Responsibilities will include:

- Organizing community outreach efforts on key ACLU campaigns;
- Studying and researching key ACLU issues;
- Recruiting volunteers and interns for ACLU campaigns.
- Assisting with mailings and other administrative duties as assigned.

**Qualifications** People with interest or experience in politics, community organizing, grassroots organizations, or lobbying are preferred. Political science and related majors are encouraged to apply. Strong research, writing, and oral communication skills are preferred.

**Time** Part-time: 5-10+ hours / week. This position requires evening and weekend availability, and applicants are accepted on a rolling basis. Full-time option also available.

**Fall** September – January. Applications accepted until August 1<sup>st</sup> \*\*

**Spring** February – June. Applications accepted until January 30<sup>th</sup> \*\*

**Summer** June – September. Applications accepted until May 1<sup>st</sup> \*\*

**How to Apply** To apply, please send a cover letter and resume to ACLU of Northern California, San Jose Office, Attn: San Jose Office Internship, 111 North Market Street, Suite 940, San Jose, CA 95113 or email [sanjose@aclunc.org](mailto:sanjose@aclunc.org). Please include in your cover letter your availability, the title of the internship you are interested in, related coursework, and professional and/or academic experience. \*\*Applications accepted until filled.

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*The American Civil Liberties Union Foundation of Northern California is an affirmative action employer. All interested individuals, including people of color, women, persons with disabilities and persons who are lesbian, gay, bisexual, transgender or intersex are particularly urged to apply.*