



## Internship Opportunity with Phoenix Holocaust Association

**Location:** Greater Phoenix area, Arizona

**Schedule and Duration:** July 2021 – June 2022, extendable upon mutual agreement. Part-time, approximately 15 hours/week.

**Organization:** Phoenix Holocaust Association (PHA) is a 501(c)(3) nonprofit organization whose mission is to honor the memory and legacy of Holocaust survivors and victims, promote awareness of the Holocaust, provide education on this and other genocides, and contribute to *tikkun olam*, repair of the world. As a partnership of Holocaust survivors, their descendants and the larger community, PHA provides educational programming, public speakers, remembrance activities, support services, and socialization opportunities.

**Duties and Responsibilities:** In general, this internship aims to expose an individual to the full gamut of nonprofit organization work and provide educational experiences related to the Holocaust, all while helping PHA accomplish its core business. In the process, the intern will develop and hone professional skills and gain experience executing specific tasks.

### Technical/computer assistance

- Create and manage spreadsheets
- Create flyers and ads to promote activities and events
- Manage email distribution lists and create and send newsletters and e-blasts via Constant Contact platform
- Set up and manage logistics of Zoom meetings and programs, including uploading recorded sessions to a Vimeo account
- Assisting with development of Power Point programs

### Social Media

- Assist with PHA Facebook pages
- Create and manage Instagram posts

### Other

- Assist with logistics of mailing printed newsletters
- Participate in organizational meetings, as appropriate
- As programs are able to be held in-person, provide on-site assistance

**Requirements and Qualifications:** Eligible candidates must be at least 18 years old, have completed their high school education, and live in the Greater Phoenix area.

Desired candidates will have:

- facility with social media platforms and Zoom
- strong knowledge of computer programs such as Excel and Power Point
- familiarity with design tools for creating electronic flyers
- good writing skills
- creativity
- a commitment to timely communication with PHA leaders and volunteers
- an interest in learning more about the Holocaust and genocide, and making a positive contribution to society

**Benefits:** This internship comes with a stipend of \$500/month, to be paid monthly.

**How/When to Apply:** Send a resume and cover letter explaining your interest in this internship, as well as any restrictions you may have with your availability to perform the duties as outlined above.

Applications must be received on or before May 28, 2021

**Questions:** Contact Sheryl Bronkesh, PHA president, at [SherylBronkesh.PHA@gmail.com](mailto:SherylBronkesh.PHA@gmail.com)