



CENTER *for* JUDICIAL EXCELLENCE

Funds Development & Administrative Support Internship

Minimum Commitment = 15 weeks, 8 hours per week

The Center for Judicial Excellence is currently accepting applications from qualified interns who are interested in helping the Center to better resource its operations. The intern will work closely with the Executive Director on all aspects of funds development and administrative support. This will include assisting with: funder research, letters of inquiry and grant proposals, fundraising event planning, membership drives, as well as administrative support duties such as preparation of press kits, donor thank you letters, handling incoming calls, filing and records management.

Key Qualifications:

- Outstanding communications skills, especially written communications
- Highly organized and efficient
- Detail-oriented team player
- Strong computer skills
- Familiarity with Internet-based research
- Strong desire to be of service to others
- Ability to exercise discretion, professionalism, empathy
- Experience working with victims of domestic violence and/or knowledge of the law helpful, but not required

About The Center for Judicial Excellence

Founded in 2006, the Center is a small nonprofit organization, located in San Rafael. We are a community-based organization established to improve the judiciary's public accountability, and strengthen and maintain the integrity of the courts. As of 2008, the Center made a special commitment to protecting the rights of children and vulnerable populations in the courts. We work locally, regionally, statewide, and nationally to raise awareness about the crisis in the Family Courts and to develop proactive solutions to address the crisis. For more information about who we are, whom we serve, and what we do, please visit our website: www.centerforjudicialexcellence.org.

How to Apply:

Please email your resume and a thoughtful cover letter that speaks to the desired qualifications mentioned above to info@centerforjudicialexcellence.org. No phone calls, please.

Please note: this is an unpaid internship.

Also note: internship can begin as soon as candidate's schedule allows.