



Internship Description
Operations Intern
Location: Washington, D.C.

About Free the Slaves

Free the Slaves (FTS) is a nonprofit, nonpartisan organization dedicated to ending human trafficking and modern slavery worldwide – with a focus on dismantling the economic, political and social systems that allow slavery to persist. We combine world-class research, innovative frontline community activism, targeted advocacy and compelling communications to alert the world that slavery still exists but can be overcome. We work with grassroots organizations to free people from slavery and help them rebuild their lives. We record and share survivor stories so people in power can see slavery and be inspired to work for freedom. We enlist businesses to clean slavery out of their product supply chains and empower consumers to avoid slavery-tainted products. We work with governments to implement effective anti-slavery laws and hold them to their commitments. We research what works and what does not, so that resources can be efficiently focused. Our headquarters is in Washington, D.C.; we have operations in India, Nepal, Ghana, Haiti and the Dominican Republic.

To learn more about Free the Slaves, visit: www.freetheslaves.net.

Internship Program Description

The Free the Slaves internship program is a formal effort to develop and train future leaders of the anti-slavery movement. We seek to provide each participant with training and hands-on experience in various facets of anti-slavery work. The program operates out of the Washington, D.C. office of Free the Slaves on a semester system, with three sessions per year: spring (January to May), summer (June to August), and fall (September to December). Participants are expected to participate in an orientation session at the beginning of each semester.

Internships are unpaid but students are often able to arrange academic credit, as Free the Slaves internships often offer direct exposure to the workings of an international human rights organization, close supervision by FTS staff, interaction with other U.S. and international organizations and foreign and domestic government officials, and

opportunities to attend lectures, trainings, and special events relating to federal and international anti-slavery advocacy. Students should check with their individual academic institutions for requirements.

Operations Internship Description

The operations team at FTS is seeking an intern to help with general program and organizational support. This is a great opportunity for candidates looking to learn more about nonprofit management. Tasks may include but are not limited to the following:

- Assist with state charity registrations to ensure solicitation compliance
- Data entry and documentation
- Support coordination of logistics for board of directors meetings
- Assist in updating Policies and Procedures Manual
- Oversee reception area; greet visitors/vendors to the organization in a professional and friendly manner
- Answer general phone inquiries using a professional and courteous manner; direct phone inquiries to appropriate staff members
- Support staff with other administrative tasks, as needed

Required Qualifications

Applicant Requirements

- Currently enrolled in or a recent graduate of an accredited college or university as a degree-seeking student
- Minimum three-month commitment strongly preferred
- Willingness to learn, and history of excellence in studies
- Interest and/or involvement in anti-slavery or human rights a plus
- Strong proficiency with MS Office
- Fluent in English, with excellent written and oral communication skills. Additional language skills, especially French or Spanish, a plus.
- Works well independently and as a part of a team. Demonstrated history of initiative and working well with both supervisors and peers.

* Ideal candidates would have a deep interest in, and understanding of, anti-slavery and anti-trafficking work, as well as excellent research and writing skills.

How to Apply

Applications should include a tailored cover letter that outlines how your interest, skills and experience meet the qualifications for the position, resume and a list of references. **PLEASE SUBMIT YOUR RESUME, COVER LETTER, and REFERENCES AS ONE WORD OR PDF**

DOCUMENT TO <http://smrtr.io/39BBT>. Please include your last name in the title of the submitted document.

Applications will be accepted on a rolling basis.

Free the Slaves is an equal-opportunity employer. Qualified applicants are considered for internships without regard to age, race, color, religion, sex, national origin, sexual orientation, disability or veteran status.