



www.cmep.org
@ChurchesforMEP
(202) 543-1222
110 Maryland Ave NE #311
Washington, DC 20002
Rev. Dr. Mae Elise Cannon,
Executive Director

Job Description: Churches for Middle East Peace

Intern Job Description:

Churches for Middle East Peace (CMEP) seeks inquisitive, independent, and enthusiastic interns interested in working for peace regarding the Israeli-Palestinian conflict through supporting and equipping grassroots advocacy and education. Interns are essential to our work and receive mentoring and valuable experience through their internship.

Most of our interns work from our Washington, DC office, but some internships are also available remotely. Interns must be willing to support CMEP's current policy positions.

While building non-profit expertise an intern with CMEP will be part of our work to encourage US government policies that actively promote a just, lasting, and comprehensive resolution of the Israeli-Palestinian Conflict.

Responsibilities may include:

- Provide research and support for legislative activities and publications or provide support for grassroots activities and publications
- As a team member, develop and implement campaign tactics to engage new grassroots advocates
- Post on CMEP's social media pages to increase engagement with supporters, and cross-post content among CMEP platforms
- Develop resources for online distribution; promote and distribute resources
- Develop resources for church use
- Contact existing and potential church partners
- Contribute to and support advocacy conferences and regional event planning.
- Contribute to office activities which includes: mailing, copying, faxing, data entry, filing
- Attend Congressional briefings and other events related to Middle East issues and policy
- Contribute to and support advocacy conference planning (seasonal)
- Provide legislative support for grassroots activities
- Update media, congressional, and governmental contact lists
- Attend meetings and speaking events
- Assist in donor outreach, database management, donation processing and acknowledgement
- Support CMEP's policy analysis and publications through research and analysis of specific issues related the Israel-Palestinian conflict

Qualified Applicants are:

- Resourceful, hardworking, and organized college or graduate students with excellent communication and good writing and editing skills.
- Proficient in Microsoft Office (Word, Excel)
- Competent with online research, blogs, social networks, and other applications and platforms.
- Familiar with or willing to learn basic Wordpress.
- Proficient with or willing to learn Google Apps (Gmail, Drive, Calendar)
- Deadline-oriented, able to work as part of a team, and committed to Churches for Middle East Peace's goals.
- Willing to work within CMEP's policy positions.
- Knowledgeable regarding, or at least interested with a willingness to learn about, the Middle East, especially Israel and the occupied Palestinian territories. (Some internship positions require prior knowledge of Middle East history, culture, and/or politics.)
- Willingness to learn.
- Able to work 20-40 a week for two-twelve months

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- Interested in nonprofit work, political advocacy, Christian advocacy, peacebuilding, and/or issues related to the Middle East

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Job Description: Non Profit Administration Intern

This position reports to the Administrative Assistant and will be fully remote.

The Non Profit Administrative intern at Churches for Middle East Peace (CMEP) will have the opportunity to:

- Develop organizational and time-management skills through real-world administrative tasks.
- Gain experience drafting professional emails, reports, and correspondence.
- Gain practical experience in nonprofit fundraising and donor engagement strategies.
- Build technical skills in data entry, tracking, and analysis using tools like Microsoft Excel, donor management software, or CRM systems.
- Build relationships with nonprofit professionals, volunteers, and community leaders.
- Gain insights into potential career paths in the nonprofit sector.
- Contribute to meaningful work that aligns with personal values and promotes positive social change.

Responsibilities:

Administrative and Organizational Support:

- Assist with day-to-day administrative tasks, including filing, data entry, and managing correspondence.
- Support scheduling and calendar management for staff and organizational events.
- Respond to general inquiries and direct them to the appropriate team member when necessary.
- Provide research and recommendations to improve efficiency in operations.

Data Management:

- Input and maintain donor, volunteer, and partner information in the organization's database.
- Run reports and assist in data analysis to support fundraising and outreach efforts.

Professional Development:

- Attend team meetings to gain insights into the nonprofit's operations.
- Shadow staff members to understand various roles within the organization.
- Take initiative to propose ideas or solutions for organizational challenges.
- Participate in brainstorming sessions for program development or improvement.
-

Desired Skills:

- Strong organizational skills with an attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite, Google Workspace, and other office tools.
- Ability to manage multiple tasks and meet deadlines.
- A collaborative mindset and ability to work effectively within a team.



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Preferred Qualifications:

- Background in Nonprofit Management, Fundraising, Communications, Marketing, or related fields.
- Experience or interest in the mission and vision of CMEP.
- Familiarity with Middle East issues or peace and justice advocacy is a plus.

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Job Description: Education and Church Engagement Intern

This position reports to the Programs and Outreach Manager (OM)

Education and Church Engagement interns at Churches for Middle East Peace (CMEP) will have the opportunity to:

1. Gain new skills and insights related to faith-based organizing
2. Help to development and implementation of CMEP programming including online and in-person events
3. Learn about effective strategies for building relationships with individuals and congregations, including organizers, clergy, lay leaders, and more.

Outreach and Church Partners:

- Assist the OM in building and sending monthly church partner updates
- Under the direction of the OM work to maintain back-end church partner contact information and mailing lists to ensure accuracy and functionality
- Research and communicate with potential church partners to help build CMEP's network of congregational partners, while keeping the OM informed of leads
- Assist in the development dissemination of spiritual resources, particularly related to the liturgical calendar (Advent for the Fall term and Lent for Spring)

Programs and Events

- Assist the OM and programs team in managing CMEP's events calendar, including occasional coordination with speakers
- Helping to ensure events are included in weekly communications to church partners and regional coordinators
- Assist the OM and programming team in brainstorming ideas for engaging, educational, and timely events
- Maintain well-organized recordkeeping related to past events and participating to help with reporting
- When/if applicable, may accompany CMEP staff to in-person regional events near the intern's working location

Desired Skills:

- Exceptional organizational skills and ability to manage multiple tasks at once
- Experience working with faith-based organizations and church communities, including general familiarity with CMEP's 35+ member denominations and communions
- Familiarity with or comfort learning back-end management skills, including Basecamp, Salsa Engage, Salsa CRM, Canva, Zoom, Wordpress etc.
- Background in Religious Studies, Middle East Studies, Peace & Conflict Studies, Ministry, or a related field

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Job Description: Marketing Communications Intern

This position reports to one of the Communications Coordinators (CC)

Communications interns at Churches for Middle East Peace (CMEP) will have the opportunity to:

1. Gain new skills and insights related website (Wordpress) use/maintenance
2. Engage with constituents at any local in-person events
3. Stretch creativity in both written and visual communications

Regular duties include:

- Adding bulletins to the website and updating the format as that quantity increases
- Adding the In the News articles to the website
- Assisting Communications Coordinator with other website maintenance/projects from the Website Triage board
- Monitoring social media comments and messages
 - Alerting Communications Coordinator about any comments that need immediate attention
- Clipping webinar and other digital video media for social media use
- Monitoring submissions to the website (via “contact us”)
 - Alerting Communications Coordinator about any comments that need immediate attention
- If local to any in person event, attending to gather pictures/quotes/videos for social media
- Assisting with bigger projects:
 - Graphics creation
 - Booklet creation (lent/advent)
 - Video collages
- Maintaining a calendar of holidays/days of importance for CMEP’s use on social media
- Monitoring social media accounts of partner organizations and other key organizations for content to share/engage with

Desired skills:

- Understanding, appreciation, and use of social media
- Basic understanding of/willingness to learn website technology
- Basic understanding of/willingness to learn Canva and Wordpress
- Willingness to create without reliance on AI/ChatGPT

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Job Description: Development Intern

This position reports to the Operations and Growth Specialist and will be fully remote.

The development intern at Churches for Middle East Peace (CMEP) will have the opportunity to:

- Gain practical experience in nonprofit fundraising and donor engagement strategies.
- Contribute to the development and implementation of systems to enhance donor relations.
- Learn about CRM (Customer Relationship Management) tools and their role in supporting organizational growth.

Responsibilities:

Fundraising and Donor Engagement:

- Conduct research on individuals and foundations who may be potential supporters of CMEP.
- Prepare written summaries of research findings for the Development Team and Operations and Growth Specialist.
- Assist in the planning and execution of CMEP's fundraising events and special projects.
- Support the development of CMEP's overall fundraising strategy, including helping to design a strategy for individual donor outreach.
- Collaborate on creating materials and communications to engage donors effectively.
- Support donor communications, including correspondence and mailings.

CRM Management:

- Work with the Operations and Growth Specialist and Executive Administrator to organize and update CMEP's CRM database.
- Assist in managing and updating CMEP's fundraising database and donor record keeping, and generating data reports.
- Transfer and maintain accurate donor records to ensure consistency and reliability.
- Develop and implement CRM reporting systems to support fundraising and donor engagement strategies.

Strategy Development:

- Research best practices in nonprofit development and donor engagement.
- Contribute ideas and strategies to improve donor retention and engagement.
- Support the creation of systems and workflows that enhance fundraising efficiency.

Administrative and Organizational Support:

- Provide general support for development-related projects and initiatives.
- Assist in maintaining detailed and organized records for fundraising activities and donor communications.
- Participate in team meetings and brainstorming sessions to generate innovative approaches to donor engagement.
- Assist the Development Team with proofreading proposals, correspondence, reports, etc.
- Handle confidential information with integrity and discretion.

Desired Skills:

- Strong organizational skills with an attention to detail.

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- Interest in fundraising, nonprofit management, or donor relations.
- Familiarity with or willingness to learn CRM tools (e.g., Salsa CRM or similar platforms).
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite, Google Workspace, and other office tools.
- Ability to manage multiple tasks and meet deadlines.
- A collaborative mindset and ability to work effectively within a team.

Preferred Qualifications:

- Background in Nonprofit Management, Fundraising, Communications, Marketing, or related fields.
- Experience or interest in the mission and vision of CMEP.
- Familiarity with Middle East issues or peace and justice advocacy is a plus.

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Job Description: Evangelical Outreach Intern

This position reports to the Director of the Network of Evangelicals for the Middle East (NEME)—NEME is an outreach program of Churches for Middle East Peace (CMEP)—and will be fully remote.

The evangelical outreach intern at Churches for Middle East Peace (CMEP) will have the opportunity to:

- Gain practical experience in the early stages of launching a strategic program.
- Participate in the development of emerging strategies for NEME.
- Contribute to the development and implementation of systems to grow reach and impact.
- Learn about the diverse ways American evangelicals interact with Middle Eastern geopolitics.

Responsibilities:

Research and Writing:

- Support research and writing efforts for NEME's special projects, reports, curricula, and other publications.
- Participate in research and writing brainstorming sessions.
- Contribute to NEME's ongoing research on American evangelical perspectives and engagement with Israel/Palestine.

Communications:

- Participate in brainstorming and planning strategic communications for NEME.
- Coordinate and contribute to NEME communication channels including social media, newsletters, and NEME's website.
- Use basic online software to edit and post NEME videos online.
- Assist NEME in the redevelopment of a brand guide to include tone, language, keywords, font, and logo.
- Learn how to produce NEME's live online events.

Fundraising and Donor Engagement:

- Support the development of NEME's overall fundraising strategy, including helping to design a strategy for individual donor outreach.
- Conduct research on individuals and foundations who may be potential supporters of NEME.
- Collaborate on creating materials and communications to engage donors effectively.
- Support donor communications, including correspondence and mailings.
- Assist in managing and updating CMEP's fundraising database and donor record keeping and generating data reports.

Administrative and Organizational Support:

- Provide general support for NEME projects and initiatives.
- Participate in NEME leadership meetings and meetings with partners.
- Assist in maintaining detailed and organized records for fundraising activities and donor communications.
- Participate in team meetings and brainstorming sessions to generate innovative approaches to NEME goals.
- Assist the NEME team with proofreading proposals, correspondence, reports, etc.
- Handle confidential information with integrity and discretion.

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Job Description: Communication Intern

Position Overview:

Churches for Middle East Peace (CMEP) is seeking a motivated and detail-oriented Communication Intern to join our team. This role is ideal for individuals passionate about advocacy, justice, and peacebuilding in the Middle East and who are eager to gain hands-on experience in nonprofit communications. The Communication Intern will support CMEP's communication efforts by managing online content, assisting with projects and events, and curating resources that amplify CMEP's mission.

Key Responsibilities:

1. **Website Management:**
 - Update the "CMEP in the News" segment regularly to reflect the latest press and media coverage.
 - Edit and update CMEP's Issues Page, including content related to topics such as the occupation of the West Bank, the Armenian Quarter, country profiles, and other key issues.
2. **Content Creation and Editing:**
 - Collaborate with the Communication Coordinator to write and edit informative, engaging, and mission-aligned content for CMEP's website, social media, and other platforms.
 - Research and develop content for specific projects and campaigns, ensuring accuracy and alignment with CMEP's messaging.
3. **Prayers for Peace Blog (P4P):**
 - Manage and edit submissions to CMEP's Prayers for Peace (P4P) blog.
 - Curate, schedule, and publish blog posts that inspire prayerful engagement with peace and justice issues in the Middle East.
4. **Project and Event Support:**
 - Work closely with the Communication Coordinator to facilitate CMEP projects, campaigns, and events.
 - Provide logistical and administrative support for communication-related initiatives as needed.

Qualifications:

- Strong writing, editing, and research skills.
- Proficiency in web content management systems (e.g., WordPress) is a plus/ willingness to learn.
- Experience with social media platforms and digital communication strategies.
- Ability to work collaboratively in a team environment and manage multiple tasks efficiently.
- Passion for advocacy, interfaith collaboration, and Middle East peace issues.

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Desired Skills:

- Strong organizational skills with an attention to detail.
- Interest in or willingness to learn about American evangelicals and Israel/Palestine.
- Willingness to learn CRM tools (e.g., Salsa CRM or similar platforms).
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite, Google Workspace, and other office tools.
- Ability to manage multiple tasks and meet deadlines.
- A collaborative mindset and ability to work effectively within a team.

Preferred Qualifications:

- Experience or interest in the mission and vision of CMEP and NEME.
- Background in academic research and writing a plus.

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Job Description: Advocacy and Government Affairs Intern

Position Overview:

While building research expertise an intern with CMEP will be part of our work to encourage US government policies that actively promote a just, lasting, and comprehensive resolution of the Israeli-Palestinian conflict. Intern will provide research and logistical support for legislative activities such as congressional meetings, Advocacy Summits. While interning with CMEP there will be opportunities to attend meetings with congressional offices as well as other government and NGO offices. This intern will also have the opportunity to represent CMEP at coalition meetings as well as help with logistical planning for coalition events such as briefings with CMEP partners.

Responsibilities may include:

- Provide research and support for legislative activities and publications or provide support for grassroots activities and publications
- Contribute to and support advocacy conferences and regional event planning.
- Contribute to office activities which includes: mailing, copying, faxing, data entry, filing
- Attend Congressional briefings and other events related to Middle East issues and policy
- Contribute to and support advocacy conference planning (seasonal)
- Provide legislative support for grassroots activities
- Update media, congressional, and governmental contact lists
- Attend meetings and speaking events
- Support CMEP's policy analysis and publications through research and analysis of specific issues related the Israel-Palestinian conflict

Qualified Applicants are:

- Resourceful, hardworking, and organized college or graduate students with excellent communication and good writing and editing skills.
- Proficient in Microsoft Office (Word, Excel)
- Competent with online research, blogs, social networks, and other applications and platforms.
- Familiar with or willing to learn basic Wordpress.
- Proficient with or willing to learn Google Apps (Gmail, Drive, Calendar)
- Deadline-oriented, able to work as part of a team, and committed to Churches for Middle East Peace's goals.
- Willing to work within CMEP's policy positions.
- Knowledgeable regarding, or at least interested with a willingness to learn about, the Middle East, especially Israel and the occupied Palestinian territories. (Some internship positions require prior knowledge of Middle East history, culture, and/or politics.)
- Willingness to learn.
- Able to work 20-40 a week for two-twelve months
- Interested in nonprofit work, political advocacy, Christian advocacy, peacebuilding, and/or issues related to the Middle East

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Job Description: CMEP1835 Engagement Intern

This position reports to the Programs and Outreach Manager (OM)

CMEP1835, relaunched in the Summer of 2024, is Churches for Middle East Peace's (CMEP) dedicated program for young people ages 18-35 yrs. CMEP1835 engages young adults and university students around the country through educational and advocacy opportunities. These events focus on promoting holistic U.S. policies toward the Middle East, with a focus on advocacy around Israel/Palestine.

CMEP1835 Engagement interns at Churches for Middle East Peace (CMEP) will have the opportunity to:

1. Gain new skills and insights related to faith-based organizing,
2. Help to development and implementation of CMEP programming including online and in-person events tailored to the CMEP1835 demographic
3. Learn about effective strategies for building relationships and mobilizing young people across the country

Responsibilities:

- Shape the strategy and direction of CMEP's 1835 program alongside the OM and broader team
- Consult regularly with the CMEP1835 regional coordinators and attend/lead monthly coordination calls
- Work with the OM to develop CMEP1835 online educational programming
- Build foundations for in-person programming in 2025, including recruiting for CMEP's Spring 2025 Advocacy Summit in Washington D.C.
- Identify and conduct outreach key communities who would benefit from being engaged with CMEP1835

Desired Skills:

- Exceptional organizational skills and ability to manage multiple tasks at once
- Experience working in campus organizing spaces around Palestine/Israel and/or campus ministries (the ideal candidate possesses both)
- Experience mobilizing and ministering to young people within the CMEP1835 demographic
- Familiarity with or comfort learning back-end management skills, including Basecamp, Salsa Engage, Salsa CRM, Canva, Zoom, Wordpress etc.
- Background in Education, Religious Studies, Middle East Studies, Peace & Conflict Studies, Ministry, or a related field

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