



## Americans For Financial Reform Education Fund 2025-2026 Executive Fellow

Formed in the wake of the 2008 crisis, Americans for Financial Reform is working to lay the foundation for a strong, stable, and ethical financial system – one that serves the economy and the nation as a whole, rather than a select few, and we are looking for bright interns to join the fight!

**Our Vision:** A world where the rules that govern the economy center human needs and help all families and communities to flourish.

**Our Mission:** Fighting to create a financial system that deconstructs inequality and systemic racism and promotes a just and sustainable economy.

### **To apply:**

Please send a resume, a cover letter, a brief writing sample, and three references to [internships@ourfinancialsecurity.org](mailto:internships@ourfinancialsecurity.org) and **specify that your application is for the Executive Fellowship**. *Please note that we are unable to hire interns from California.*

**Please submit all applications by Friday, December 6, 2024**

**Executive Fellowship (2025-2026):** This internship is a year-long, part-time, paid position. The Executive Fellow will work closely alongside the Operations Coordinator, who will provide management and training for the position. Together these roles provide a range of organizational, operational, and logistical support to the COO and the organization. This role includes being in regular contact with people outside AFR/AFREF's staff, such as coalition members, the Board of Directors, vendors and service providers, and other partners or event participants. An ideal candidate will be attentive to email, organized, proactive, thorough with follow-up, and able to juggle multiple projects at once. Location in the Washington, DC area is preferred but not essential.

### **Responsibilities for the Executive Fellow:**

- Curate, edit, and format monthly reports detailing AFR/AFREF's work for the Board of Directors and staff
- Provide logistical and technological support for events, including assistance in the planning, coordination, and production of events, such as AFR/AFREF's annual staff retreat

- Provide organizational support for AFR/AFREF operations, such as updating the website, maintaining organizational systems, and contributing to the organization's recruitment process
- Prepare materials for board meetings
- Complete special projects for the Board of Directors, COO, Senior Human Resources Manager, and Executive Director
- Update organizational forms and resources

### **Qualifications for all internships:**

Ideal candidates must have a strong commitment to racial justice, economic justice, and social justice. They should have excellent written and oral communication skills, and high proficiency with general office software (Microsoft Word, Excel, and PowerPoint preferred). Candidates must also be detail-oriented, with solid judgment and good relationship-building skills.

### **Compensation:**

AFR Ed Fund offers interns a compensation of \$17/hour, together with stimulating, soul-satisfying work, and a crash course in public-interest advocacy, financial regulation, communications, and coalition building. Academic credit is available as well.

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*Americans for Financial Reform Education Fund provides equal employment opportunities (EEO) to all applicants for employment without regard to race, color, religion, gender, gender expression, sexual orientation, national origin, age, or disability. AFR Ed Fund is located at 11 Dupont Cir NW, Washington, D.C.*

*Americans for Financial Reform Education Fund is aware that for-profit companies have been selling services related to our internship program. Please be aware that AFR Education Fund is **not** collaborating nor partnering with any such companies and paying for such services does not guarantee placement in our internship program. AFR Education Fund **does not** charge any fees at any stage of the application and selection process.*