



Affirmative Action/Equal Opportunity Employer

The American Friends Service Committee is a Quaker organization that promotes lasting peace with justice, as a practical expression of faith in action. Drawing on continuing spiritual insights and working with people of many backgrounds, we nurture the seeds of change and respect for human life that transform social relations and systems.

POSITION DESCRIPTION

TITLE: Investigate Research Intern

JOB CATEGORY: Non-Exempt

STATUS: Part-Time, up to 20 hours/week (flexible), Temporary for 6 months with possible extension

SUPERVISOR: Director, Economic Activism Program

REGION/UNIT: West Region

LOCATION: Oakland, CA

DATE APPROVED: March 2021

PRINCIPAL RESPONSIBILITIES

ESSENTIAL FUNCTIONS/RESPONSIBILITIES: The key responsibilities of the position include the following:

1. Maintain the Investigate online investment screening tool www.afsc.org/investigate, update information about companies and campaigns, manage a database of relevant sources, contacts and resources;
2. Conduct corporate research of the relevant industries, write short summaries about companies and sub-industries;
3. Create resources for activists and investors to support more initiatives targeting these corporations.

MINIMUM QUALIFICATIONS

SKILLS AND ABILITIES:

1. Excellent research and writing skills.
2. Good communication, ability to work with a team and alone.
3. Experience organizing within a grassroots movement around economic activism, anti-prison. Immigrant rights or Palestine solidarity issues.
4. Commitment to Quaker values and testimonies. Understanding of and compatibility with the principles and philosophy of the American Friends Service Committee including non-violence and the belief in the intrinsic worth of every individual.
5. Understanding of and commitment to the principles, concerns, and considerations, of AFSC in regard to issues of race, class, nationality, religion,

age, gender and sexual orientation, and disabilities. Demonstrated ability to work and communicate with diverse staff.

COMPENSATION: \$20.00/hour- Non-Exempt - There are no medical, dental, or life insurance benefits, short-term or long-term insurance benefits with this position. AFSC does participate in unemployment, worker's compensation, and social security.

The American Friends Service Committee is an Affirmative Action/Equal Opportunity Employer. Qualified persons are encouraged to apply regardless of their religious affiliation, national origin, race, age, sex, gender identity, sexual orientation or disability.

AFSC's Central Office and some of its offices in the U.S. are unionized workplaces. This position is not represented.

The American Friends Service Committee is a smoke-free workplace.
