



## Help Us Preserve Women's History

*The mission of the Jewish Women's Archive is to uncover, chronicle and transmit the rich legacy of American Jewish women and their contributions to our families and our communities, to our people and to our world.*

**The Jewish Women's Archive ([www.jwa.org](http://www.jwa.org)), a dynamic national women's organization, is looking for interns for summer 2008.**

### **Our projects include:**

- Helping to collect, digitize, and catalogue photographs, artifacts, and oral histories that document experiences of Jewish American women during WW II
- Creating descriptions, finding aids, and search terms for oral histories collected in the past 10 years
- Publicizing *Making Trouble*, our documentary film about Jewish women comedians, and developing the film's discussion guide
- Converting HTML documents to our new Drupal content management system
- Blogging and other online communications

### **Skills needed:**

- Accuracy and attention to detail
- Excellent technical skills and comfort learning new computer software
- Knowledge of and interest in women's history
- Online and library research skills
- Strong writing ability
- Telephone skills

Each intern will work on at least one major project in his/her field of interest; about 10% of time will be spent on administrative work. Students will have the opportunity to meet with staff members one-on-one to learn more about each staff person's career path and to visit local institutions related to Jewish women and women's history.

All of our internships are unpaid. However, interns may be able to receive funding or course credit for their work at JWA through their colleges and universities. We require all summer interns to work in our office for a minimum of 24 hours per week for at least 6 weeks between June 1 and August 15.

We are located in Brookline, accessible to the MBTA "C" and "D" lines and the #66 bus to Harvard Square. Equal Opportunity Employer.

**Application process:** To apply for an internship, please submit a cover letter, resume, names and contact information for 2 references, and a relevant writing sample (10 pages or less) to:

**Email:** (preferred): [internships@jwa.org](mailto:internships@jwa.org) / **Fax:** 617-975-0109

**Deadline:** Applications must be received by Friday, April 4<sup>th</sup>. (Those interns requiring earlier consideration for stipend deadlines should submit by the appropriate deadline and let us know the date that a response is required.) Applications received after this date will be considered on a rolling basis. If you e-mail your application, you will receive an automated response confirming that we have received it.