

Left Forum Program and Panel Administration Internship
Spring 2017
The Graduate Center, City University of New York

Join Left Forum's Program and Panel Administration team as we expand our events and activities.

This internship merges a rigorous program of research, analysis, editorial and administration work with high-level forms of planning and outreach to noted scholars and organizers from around the world. You will gain the skill sets of program development practices, engage in individual and collective research projects, and develop verbal and intellectual acuity in helping to organize events. This internship provides a great opportunity to develop small workshops and events, including our conference which annually features over 1,000 speakers including Noam Chomsky, Angela Davis, Harry Belafonte, Immortal Technique, Arundhati Roy, Naomi Klein, Michael Moore, Amy Goodman, Cornel West, Bolivian Vice President Álvaro García Linera, Frances Fox Piven, Slavoj Žižek, and Grace Lee Boggs.

We're a small organization with a dedicated group of organizers, staff and volunteers with a passion for social justice, community organizing, and progressive change. Located in the CUNY Graduate Center, you'll be working in an interesting (and very relaxed) office where you'll interact, meet, and learn from scholars, activists, authors and artists in a rewarding intellectual political milieu.

Primary Responsibilities

- Engage in extensive outreach to speakers, organizers, and activists through email, phone communication, and in-person meetings
- Assisting in brainstorming, identifying, and implementing conference/event program content
- Aide the development and implementation of individual and team plans in all aspects of large-scale event organizing
- Help administer all phases of event planning and organizing from initial contact to conference and event scheduling
- Help organize envisioning meetings using diverse facilitation styles
- Engage in workshop and panel organizing and outreach to under-represented progressive and social justice groups and individuals

Background and Experience

- **Passion for grassroots organizing and social justice is a must**
- Excellent research, writing and verbal communication skills
- Strong publicity and outreach skills
- Ability to prioritize and handle a variety of projects simultaneously
- Ability to work effectively both individually and in a team
- Experience with databases and websites, project management tools and related technologies — knowledge of CiviCRM and Drupal systems is a plus
- Interest in politics and political analysis

About Internship

We ask for 12-15+ hours a week, although any amount of time will help. Hours are flexible and can be adapted to fit your schedule. We also ask for a minimum of a three month commitment. This internship is most beneficial when carried out through the entire conference cycle (which ends in mid-June). A modicum of computer skills is desired. Internship begin immediately.

Please send a cover letter and/or resume to volunteer@leftforum.org

www.leftforum.org

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