



JOB DESCRIPTION

JOB TITLE:	Justice Intern	Original Date: 09.2021
DEPARTMENT:	Justice	Revision date:
REPORTS TO:	Director of Justice	
FLSA Status:	Non-Exempt	

JOB PURPOSE: The Justice Intern works with Institute office and remote staff to assist with projects and learn about issues related to the Mercy Critical Concerns (Earth, Immigration, Nonviolence, Racism, Women). This internship is intended to increase the capacity of the Mercy Justice Team while expanding the number of young people able to have a formative and professional experience working for justice.

The Justice Intern will have the opportunity to develop advocacy skills as well as receiving faith-based, non-profit career guidance in the Mercy tradition, and engage in education to deepen understanding of the Mercy charism and faith in action.

Sustained and inspired by their relationship with God and one another, the mission of the Sisters of Mercy is to respond with vision and compassion to the needs of people who are poor, sick, and uneducated. This mission serves as a motivational force in the day-to-day activities of the employees of the Sisters of Mercy of the Americas and as we extend compassion and mercy to others, practice and encourage social justice, and strive to live mercifully.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Researches national priority policy issues and issues of local concern in communities where Sisters of Mercy live
- Supports initiatives of the Mercy Community to advance the Critical Concerns
- Assists with developing educational materials relevant to the Critical Concerns
- Engages in advocacy efforts
- Makes connections with other faith based organizations

QUALIFICATIONS:

- Is currently an undergraduate or graduate student in good standing
- Displays an interest and involvement in issues of social justice
- Possesses good organizational, written and verbal communication and computer skills
- Is located in, or can relocate to, the Washington, DC, metropolitan area for the duration of the internship

AMERICANS WITH DISABILITY SPECIFICATIONS

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to stand; walk, sit; speak; hear; use hands to handle objects. The employee may be required to occasionally bend, stoop, twist and/or lift and carry up to 20 lbs.,
- The employee will be required to operate office equipment such as computers, telephones and fax machines and work with manual filing systems.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedures, and manuals. Ability to speak effectively with other employees, members, and supervisors.

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Work is performed in a modern office environment.

I have reviewed and understand the essential functions of this job description and am able to perform each function with/without (circle one) accommodation and in a safe manner and in accordance with established procedures. I further acknowledge that this job description is a general description of the duties of this position and my supervisor may require changes in responsibilities from time to time. I understand that my employment is at-will, and thereby understand that my employment may be terminated at-will either by the facility or myself, and that such termination can be made with or without notice.

Employee Name

Date

Supervisor/Manager Name

Date