



### **Solicitation for Operations and Systems Intern**

Civil Rights Corps (CRC), an innovative non-profit civil rights organization, invites applications to join our Washington, DC-based Operations team for 2026. Founded in 2016, CRC challenges wealth-based and race-based systems of oppression. CRC has won groundbreaking litigation challenging the rise of debtors' prisons, abusive private probation schemes, and wealth-based pre-trial detention. CRC works closely with community and movement partners and is committed to fundamentally transforming the criminal system. CRC's staff is comprised of passionate and dedicated advocates with a profound commitment to social justice and fighting inequality in all its forms. Learn more about our work at [civilrightscorps.org](http://civilrightscorps.org).

#### **Job Description**

Civil Rights Corps is seeking one paid full-time Operations and Systems interns to join our team for 2026. The intern(s) will support our Operations and Development team the duties will include:

- Support implementation of the Artist in Residence Program
- Assist with scheduling, data entry, and administrative tasks
- Help maintain office organization and inventory
- Support internal systems
- Assist with donor data entry and CRM updates.
- Support drafting donor communications (thank you letters, updates).
- Help with fundraising event prep and follow-up
- Conduct research on foundations, donors, and grant opportunities.
- Organize files, proposals, and reports

#### **Qualifications**

The ideal intern is passionate about social justice, is hard working, a fast learner, proactive, able to juggle multiple tasks, and able to work well in a collaborative environment.

Specific qualifications we are looking for include:

- Clear understanding and commitment to CRC's mission and vision;
- Resourcefulness and proven ability to think critically and strategically;
- Ability to adapt to changes quickly and thrive in a fluid environment with direction;
- Proficient in Microsoft Office, Google Suite, AP Style, Facebook, Twitter, Instagram, YouTube, Canva, and more;

#### **Compensation and Logistics**

CRC commits to a salary of \$18 an hour for interns. Currently, our staff is working in the office a few days a week with many continuing to be primarily remote.

#### **Application Requirements**

Interested applicants should submit a cover letter and resume via email to [jobs@civilrightscorps.org](mailto:jobs@civilrightscorps.org) with email subject line "Operations and Systems Intern" please make sure that all applications are merged as one PDF Document. Applications will be reviewed on a rolling basis; we guarantee consideration for applications received by January 31, 2026.