**Claims Conference Internship Opportunities**

**Timeline: June-August 2025 Summer Internship**

**Hourly Rate: All Internships are paid at $16.50/hour**

**Intern - Human Resources**

**Department:** Human Resources
**Office:** New York
**Link to Apply:**<https://claimscon.clearcompany.com/careers/jobs/0c7057f6-e1a2-b015-2db7-6a1690ea1096/apply?source=3347832-CS-48819>

The Claims Conference is seeking a summer intern in our Human Resources department. This opportunity will provide you with the knowledge and skills needed to launch your human resources career. You will gain exposure to the recruiting process, onboarding, event planning, employee relations and other ad hoc human resources initiatives. We are looking for someone eager to learn who is passionate about human resources with good problem-solving, organization and communication skills.

This is a full-time temporary seasonal position, 35 hours per week with the expectation that you will work from our NYC headquarters at least 2x per week.

**Responsibilities:**

* Assisting with recruitment, i.e. posting job openings, prescreening resumes and candidates, scheduling interviews, performing background and reference checks;
* Helping with the planning of events, i.e. Annual summer party and Office events
* Coordinating and managing events for our other department interns
* Creating monthly internal newsletters
* Assist with HR Projects and Department initiatives.

**Qualifications:**

* High School diploma; currently pursuing a Bachelor’s degree in human resources, management, business administration, or related fields;
* Proficient in Microsoft Suite (Word, Excel, Outlook);
* Strong oral and written communication skills;
* Detail-oriented with a strong sense of ownership for your work;
* Ability to work independently and take the initiative in addition to working well with a team.

**Archives Scanning Intern**

**Department:** Operations
**Office:** New York
**Link to Apply:**<https://claimscon.clearcompany.com/careers/jobs/5a9ab8e3-2a8c-57ab-8ee1-bfd8b6f43bc7/apply?source=3347848-CS-48819>

The Claims Conference is seeking an Archives Scanning Intern to work in our Operations department.

This is a full-time temporary seasonal position, with the expectation that you will work from our NYC headquarters in person.

**Responsibilities:**

* Scanning, organizing and naming historic documents in a secure saved drive. Once scanned, all paperwork must be placed back in its binder/folder in an orderly manner.

**Qualifications:**

* High School diploma; currently pursuing a Bachelor’s degree.
* Knowledge of scanning process and high level comfort with PDF, Adobe, etc.
* Strong attention to detail.
* Ability to work independently and in person in our NYC office.

**Intern - Special Projects**

**Department:** Special Projects
**Office:** New York
**Link to Apply:**<https://claimscon.clearcompany.com/careers/jobs/059615a1-210d-d020-6673-fd5bcb091c57/apply?source=3347862-CS-48819>

Headquartered in New York with additional offices in Israel and Germany, the Claims Conference is a global, non-profit organization committed to providing a small measure of justice to Holocaust Survivors. Since our founding in 1951, the Claims Conference has secured more than $90 billion from the German government in indemnification for Survivors.

In 2023, the Claims Conference distributed approximately $625 million in direct compensation to over 260,000 survivors in 83 countries and allocated approximately $900 million in grants to over 300 social service agencies worldwide that provide vital services for Holocaust survivors, such as home care, food, and medicine. Our Research, Education, and Documentation (RED) funds contribute toward global efforts to educate the public and preserve the memory of the Holocaust through teacher training programs, exhibitions, and films such as Son of Saul, an Academy Award winner for Best Foreign Film. At the Claims Conference, we honor history while making history.

**Intern must be able to work from our NYC Midtown office at least 2x a week. This is a full-time seasonal position.**

* Tasks/Responsibilities/Specific projects:
	+ Data Clean-up in internal database
	+ 2025 Proof of Life project:
* Calling claimants
* Receiving and scanning forms
* Helping with correspondence
* General knowledge of Microsoft office, preferred students pursuing a Bachelor's degree.
* Days expected in the office: Hybrid schedule, twice a week in our NYC office.

**Intern - Research, Education, and Documentation**

**Department:** Allocations
**Office:** New York
**Link to Apply:**<https://claimscon.clearcompany.com/careers/jobs/9dd7f5fc-8000-39bd-ef9d-1de226ad31c8/apply?source=3347867-CS-48819>

The Research, Education, and Documentation (RED) section of Allocations is seeking a detail-oriented and motivated summer intern. This role provides an opportunity to gain hands-on experience in data organization, research, content development, and visual communication related to Holocaust education and memory.

Intern must be able to work from our NYC Midtown office at least 2x a week; the other days can be remote. This is a full-time seasonal position.

**Responsibilities:**

* Review and update Fluxx fields (grant management software) as necessary (e.g., organization cards).
* Work on an RED presentation analyzing funding statistics from previous years.
* Prepare project descriptions to update the RED website.
* Assist in compiling a catalog of New Media projects.
* Support the Kagan Fellowship and UP Fellowship programs, including the development of a catalog for the UP program.
* Design promotional materials, such as postcards for the UP Fellowship and New Media programs, for use at festivals, markets, and events.
* Develop social media content to promote fellowship opportunities (to be shared with Communications).
* Create and Maintain a running spreadsheet of application data for each New Media funding round, tracking key metrics such as number of applications, project types, funding requests, awarded amounts, and regional distribution.

**Qualifications:**

* Strong attention to detail and organizational skills.
* Excellent writing and communication abilities.
* A good visual sense for presentation and content layout.
* Experience with Canva or other design platforms is a plus.
* Familiarity with social media content creation is preferred.
* Interest in Holocaust education, historical documentation, or nonprofit work is a plus.

**IT Data Intern**

**Department:** IT
**Office:** New York
**Link to Apply:** <https://claimscon.clearcompany.com/careers/jobs/3b85b8eb-816d-28b7-bda6-28b3c8daa3b9/apply?source=3359108-CS-48819>

The IT Data Team is seeking a summer intern to assist with data cleaning, mapping, and automating processes for Business Intelligence purposes. The intern will have the opportunity to learn basic T-SQL or apply/explore their existing knowledge of basic Python (not required). Their tasks will include preparing data for visualization for the Claims Conference to enhance existing reporting, and ensure accurate mailing data for outreach and communications, all while deepening their understanding of Holocaust history through work with information about survivors' backgrounds and current residence regions.

**Tasks/Responsibilities/Specific Projects:**

* Introductory project: Apply Excel and/or SQL skills to find and correct duplicates and discrepancies in the existing reference datasets (geo, postal, historical).
* Main projects: Clean and map the city-level data for regional survivor populations, using Excel and SQL.
* Advanced responsibilities, if time and qualifications allow: Contribute to improving existing scripts for outlier and duplicate detection and cleaning, with a focus on geospatial data.

**Length of Projects/Timeline:**

The aforementioned projects require a minimum of six weeks to complete.

**Skills/Experience Required:**

Candidates must possess solid Microsoft Excel skills (formulas, lookups, formats) and a strong interest in data. Those with an interest in geography and/or linguistics will find our projects particularly engaging. Knowledge of French or Russian is advantageous regardless of level.

**Days Expected in the Office/Remote:**

Ideally, the intern will be present in the office once or twice a week (flexible). Additionally, at the onset of each project, an additional day in the office may be requested.

**Intern - Communications**

**Department:** Communications
**Office:** New York
**Link to Apply:**<https://claimscon.clearcompany.com/careers/jobs/6dd5b5d0-a1d0-12f3-633d-2dcf81eecfee/apply?source=3347856-CS-48819>

The Claims Conference Communications Team is looking for an intern to support multiple functions across our team. This person will report to the Global Communications Strategist but will work with our PR Manager and our Creative Director as well as other team members to support a number of projects and ongoing work over the summer. ***There are no dealbreakers*** – if the tasks below look interesting to you (even if you’ve never done them before) we would love to work with you!

**\*\*The one thing we ask is that you share a writing sample with us – anything you have written in the last 6 months you feel showcases your writing skills that is 400 words or more – in a Word document (no PDFs).\*\***

Here's the opportunity we are offering…

**Board Meeting**

* Board Book and World Book review
* Board meeting support (see expectations below)

**Newsletter**

* Outreach to program officers/agencies to see what different types of health/therapeutic programs they offer survivors that could be highlighted for future articles
* Help identify programs to develop 2026 L’Chaim editorial budget
* Assist where possible to develop *Ask Deb* and *Spice of Life* (highlights of survivors’ advice/stories)
* Possibly write articles for the newsletters

**General Communications**

* Internal newsletter (EVPs) conversion for website
* General file clean up
* Video work (if applicable to skillset)
* Editorial Calendar support

**Nice-to-Have Skills**

* Software
	+ Adobe Premiere
	+ MailChimp
	+ Adobe
	+ Zoom
	+ Slack
* Ability to manage multiple tasks simultaneously
* Social Media knowledge and experience
* Comfortable calling and speaking to other departments and agency partners

**Must-Have Expectations**

* Computer literate
* Programs
	+ MS Outlook
	+ MS Word
	+ MS Excel
	+ MS PowerPoint
* On time and available each working day
* Writing / Editing (AP Style knowledge)
* Communications Team would prefer someone who can work 4 days a week (no Fridays needed)
* Able to work across PR, Creative and Messaging teams on multiple projects
* The Communications Team works on a hybrid schedule – it would be ideal if you could also be in the office when we are in on Tuesdays and Wednesdays
* Must be available for Board meeting support (June 30-July 2) and ***able to be at the Board meeting*** for set up and day-long support 8 am to 4 pm on the day of the Board meeting
* Final presentation will be required of the work you have completed and take-aways during the internship and will be presented to the entire communications team and possibly to the CC Office

**What You can Expect from Us**

* **Fun** – we function in a fast-paced work environment that will definitely be dynamic (we will absolutely keep you on your toes)
* **Challenges and opportunities** – we want you to try new things and stretch your existing skills while developing new ones. You will be given plenty of opportunity to do all of it
* **Pizza** – we eat a lot of pizza ??
* **Cool people** – the Communications team is not just in NY; we are in Israel and Germany as well. You will meet all of us!
* **Interviewing a Holocaust survivor** – we all have the privilege of speaking with Holocaust survivors on a near-daily basis. You too will have the opportunity to interview a survivor and write an internal newsletter that will be sent out from our Executive Vice President
* **Surprises** – we often surprise ourselves. Communications work requires a lot of last-minute responses to day-to-day happenings. Because the Claims Conference is a global operation, this means addressing things happening in other parts of the world, not just in New York or the U.S.
* **Our annual Communications Brainstorming Session** – being here over the summer means participating in the annual brainstorming session where the entire global team will present ideas to each other for campaigns, events, initiatives and collaborations that will choose from to create our annual editorial calendar for the 2025 – 2026 year. And yes, there will be pizza.
* **Support and growth** – we will help you develop new skills, elevate your existing skills and help you grow professionally in any way we can. The goal is to make sure you come away from this internship with a new confidence that you can apply to any job you take moving forward.

**Intern – Emerging Initiatives**

**Department:** Communications, Emerging Initiatives Team
**Office:** New York
**Link to Apply:**<https://claimscon.clearcompany.com/careers/jobs/e5fdd0fb-f9e1-b615-dc28-9d3d86baf334/apply?source=3359322-CS-48819>

The Claims Conference Emerging Initiatives team is looking for an intern to support multiple functions across our team. This person will report to the Manager of Strategic Initiatives but will work with our other team members as well to support several projects and ongoing work over the summer. ***There are no deal-breakers*** – if the tasks below look interesting to you (even if you’ve never done them before) we would love to work with you!

**Must be fluent in Russian.**

Here are the opportunities we are offering:

**Survivor Speakers Bureau**

* Identifying and reaching out to U.S. institutions interested in hosting a Holocaust survivor speaker (via Zoom or in person), including making calls, sending emails, and potentially mailing letters.
* Attending Zoom and in-person SSB events to capture photos/videos for social media and gather verbal feedback.
* Assisting in organizing SSB events in U.S. states with low or no Holocaust survivor populations.
* Contributing ideas to enhance SSB’s impact and expand outreach to more institutions.
* Collaborating with our experienced SSB coordinators, who will guide you through established processes and best practices upon joining.

**2G/3G Outreach**

* Research of various 2G/3G affinity groups in the U.S.
* Potential outreach to 2G/3G groups across the U.S.
* Researching creative ways to tell Holocaust story to future generations

**Miscellaneous**

* Able to change gears towards another initiative as need arises

**Must-Have Expectations**

* Computer literate
* Familiar with use of following programs:
	+ MS Outlook
	+ MS Word
	+ MS Excel
	+ MS PowerPoint
* Additional language: Russian
* Emerging Initiatives Team would prefer someone who can work 4 days a week (no Fridays needed) and who can be available from 9am to 5pm
* The Communications Team works on a hybrid schedule – it would be ideal if you could also be in the office when we are in on Tuesdays and Wednesdays
* Final presentation will be required of the work you have completed and take-aways during the internship and will be presented to the entire communications team and to the CC Office

**Nice-to-Have Skills**

* Software
	+ Microsoft Suite
	+ MailChimp
	+ Adobe
	+ Zoom
	+ Slack
* Ability to manage multiple tasks simultaneously
* Strong research skills
* Comfortable calling and speaking to other departments, agency partners, Holocaust survivors, and various institutions

**What You can Expect from Us**

* **Engaging Work Environment** – We thrive in a fast-paced, dynamic setting that keeps things exciting.
* **Growth & Development** – Enhance your existing skills while gaining new ones through hands-on experience.
* **Meaningful Connections** – Engage with Holocaust survivors regularly, hearing their powerful stories firsthand.
* **Unexpected Challenges** – Be ready for last-minute tasks and evolving priorities, as our global reach means addressing events beyond New York and the U.S.
* **Professional Support** – We’re committed to helping you develop valuable skills, boost your confidence, and prepare you for future career opportunities.

*The Claims Conference is an equal opportunity employer and values diversity. We do not discriminate on the basis of any category protected by law, including (without limitation) race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. In compliance with NYS Labor Law Section 194-a, the Claims Conference does not seek salary history information from job applicants.*