



CLAIMS CONFERENCE SUMMER INTERNSHIP OPPORTUNITIES - 2026

Timeline: June-August 2026 Summer Internship

All internships are 35 hours per week and pay \$17/hour.

Intern - Emerging Initiatives

Link to apply: <https://claimscon.clearcompany.com/careers/jobs/bcafef2c-b0f4-730e-adcb-8ddb5056a9e9/apply?source=3654745-CS-61142>

The Claims Conference is seeking a summer intern in our Emerging Initiatives department. 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. You'll have the opportunity to make meaningful connections and engage with Holocaust survivors regularly as well as gain experience in a fast-paced, dynamic setting.

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. The internship program runs from June 15-August 14.

The internship is paid \$17.00/hr.

Responsibilities:

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;
- Conducting Zoom interviews with Holocaust survivors, which will be used for weekly social media posts;
- 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.

Descendants Outreach

- Potential outreach to 2G/3G/4G groups across the U.S. about joining our network of speakers;
- Researching creative ways to tell Holocaust story to future generations;
- Other projects as needed.

Qualifications:

- High School diploma; currently pursuing a Bachelor's degree;
- 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.

I acknowledge by proceeding with my application that if employed I will abide by the Claims Conference Statement of Values which can be found at this [link](#).

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.

Intern - Communications

Link to apply: <https://claimscon.clearcompany.com/careers/jobs/79f22658-7220-cea8-cd90-d541dd08b15d/apply?source=3654790-CS-61142>

The Claims Conference is seeking a summer intern in our Communications department. This person will work directly with our experienced Communications team. You'll have the opportunity to tackle meaningful projects as well as gain experience in a fast-paced, dynamic setting.

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. The internship program runs from June 15-August 14.

The internship is paid \$17.00/hr.

Responsibilities:

- Working with Communications team on board meeting assets – including: writing and collecting board member bios and survivor bios;
- Researching potential upcoming projects, collecting photos, videos, organizing and detailing all communications assets;
- Working with communications team to track media appearances and create background book of media appearances;
- Work with social media manager on expanding outreach of Claims Conference’s social media channels including Instagram, Facebook and twitter.;
- Work with social media manager on ideas for post and research potential social media stories;
- Outreach to social service agencies for assets needed for any upcoming projects such as photos and stories;
- Work with Senior Communications Manager on material for health newsletter for Holocaust survivors;
- Work with Creative Director to research website content to determine pages that should be rewritten or updated.;
- Possibly attend local Café Europas with members of the Communications team in order to detail Holocaust survivor stories, take photos and provide support;
- Support to the Communications team in researching survivors profiled on website and social media channels;
- Proofreading Claims Conference publications and communications material.

Qualifications:

- High School diploma; currently pursuing a Bachelor’s degree;
- Proficient in Microsoft Suite (Word, Excel, Outlook);
- Strong oral and written communication skills;
- Knowledge of social media;
- Video editing skills a plus;
- 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.

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Intern – Research Department

Link to apply: <https://claimscon.clearcompany.com/careers/jobs/9e1999fa-e8ac-de85-9152-13f500507ca8/apply?source=3656471-CS-61142>

The Claims Conference is seeking a summer intern to provide administrative and editing assistance for three major projects in our Research department.

This is a remote temporary seasonal position, 35 hours per week. The internship program runs from June 15-August 14. The internship is paid \$17.00/hr.

Projects:

a) Claims Conference Archive:

- Help match lists of digitized folders (prepared by the Central Archives for the History of the Jewish People) with the finding aid;
- Noting discrepancies in file numbers.

b) ERR Finding Aid:

- Work on an initial finding aid that has been created for the Einsatzstab Reichsleiter Rosenberg (ERR) records held at Ukraine's State Archive;
- Editing and formatting (possibly in Airtable) to transform it into an effective research tool.

c) Persecuted Jewish Collectors Project: *(part of the Jewish Digital Cultural Recovery Project and carried out by the Claims Conference's research department.)*

- Copyedit a list of approximately 2,000 persecuted Jewish collectors from a variety of countries, including, in part, detailed information on the collectors' holdings, persecution history, and, if available, restitution history;
- Standardize entries by dates and country names.

Qualifications:

- Detail-oriented;
- English editing skills;
- Proficiency in Excel/Airtable;

- Knowledge of Ukrainian/Russian is not required.

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Intern – Academic Partnership

Link to apply:

<https://claimscon.clearcompany.com/careers/jobs/a951f85a-d469-13cb-51b4-79f49376f47f/apply?source=3656531-CS-61142>

The Claims Conference is seeking a summer intern to provide outreach, content creation and editing assistance for our fellowship program and university partnerships.

This is a temporary seasonal position, 35 hours per week. The internship program runs from June 15-August 14 and paid \$17.00/hr.

*This position can be either fully remote or hybrid

Responsibilities:

- Outreach for the Kagan Fellowship and University Partnership/UP
 - Assistance with advertisements;
 - Coordinating translations of UP advertisements;
 - Direct communication with university representatives about the UP.
- Social media content creation
 - Assistance with creating posts highlighting the academic work of Kagan Fellows and the impact of current and former universities in the UP.
- Editing texts for the Kagan Fellowship and University Partnership websites
 - Help in updating the Kagan Fellows and UP database;
 - Collecting information;
 - Composing/editing content for the websites.

Qualifications:

- Social media savvy;
- Excellent writing and editing skills;
- Familiar with academia;
- Proactive;
- Creative;
- Detail-oriented,
- Organized.

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Intern – Special Projects

Link to apply: <https://claimscon.clearcompany.com/careers/jobs/fbd028d2-4ec5-f25c-27fe-07b86a9e119f/apply?source=3656686-CS-61142>

The Claims Conference Special Projects team is seeking an intern to assist with data cleaning and correspondence with Holocaust Survivors. This role provides an opportunity to gain hands-on experience in data organization and administrative support within an international nonprofit organization.

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. The internship program runs from June 15-August 14.

The internship is paid \$17.00/hr.

Responsibilities:

- Data Clean-up in internal database
- 2026 Proof of Life project:
 - Calling claimants;

- Receiving and scanning forms;
- Helping with correspondence.

Qualifications:

- High School diploma; currently pursuing a Bachelor's degree;
- Proficient in Microsoft Suite (Word, Excel, Outlook);
- Strong oral and written communication skills;
- Proficiency in Russian is a plus.

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Intern – Research, Education, and Documentation

Link to apply: <https://claimscon.clearcompany.com/careers/jobs/fdd8ed03-8e86-2afc-35e1-60b84f409b99/apply?source=3660204-CS-61142>

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 digital content management, research, and organizational support for film and new media projects related to Holocaust education and memory.

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. The internship program runs from June 15-August 14.

The internship is paid \$17.00/hr.

Responsibilities:

- Build and update web/content pages for grantees on the New Media website;
- Update IMDb pages for films supported by the Claims Conference to ensure proper crediting;
- Organize the internal film distribution document;
- Review and update Fluxx fields (grant management software) as necessary (e.g., organization cards);
- Assist with general website maintenance and content updates;
- Set up and organize the New Media folders in the shared drive;
- Research and organize opportunities for New Media and film;
- Other projects as needed.

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;
- Interest in Holocaust education, historical documentation, or nonprofit work is a plus.

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Intern – Social Welfare, Allocations

Link to apply: <https://claimscon.clearcompany.com/careers/jobs/ce2d7d6b-48bd-b70d-4170-5a90a8591731/apply?source=3660541-CS-61142>

The Social Welfare Department at the Claims Conference is seeking a highly motivated and detail-oriented **Intern** to support the **BNF program and Matching project**, vital initiatives serving Holocaust survivors. This position offers a unique opportunity to contribute to meaningful, data-driven work supporting survivor care through grants administration and

program oversight. The Intern will also assist with other projects to meet the needs of the Department

The role offers meaningful exposure to the inner workings of an international nonprofit committed to the social welfare of Holocaust survivors.

This is a full-time temporary seasonal position, 35 hours per week with the expectation that you can work from our NYC headquarters at least 2x per week. **Internship is paid \$17.00/hr** and the program runs from June 15-August 14.

Key Responsibilities:

Program Operations and Support

- Review, maintain, and update the BNF program schedule and documentation including follow up on confirmation of services for the 2025 and 2026 programs;
- Provide administrative and analytic support to the program leadership team;
- Compare beneficiary records across BNF and Diamond databases to verify alignment;
- Track application progress and reporting workflows within both databases for the Rest of World Program as needed;
- Respond to routine inquiries from partner agencies and Holocaust survivor applicants regarding BNF procedures and requirements;
- Assist with Matching project as needed for client verification and data clean up purposes;
- Manage a shared email inbox requiring communications within Social Welfare and across Departments including Survivor Services and Operations.

Data Management and Reporting

- Update internal tracking tools to monitor program, schedule, documents, etc.;
- Perform tasks to support timely grant processing and reporting.

Required Qualifications

- Proficient in Microsoft Word, PowerPoint and Excel, with advanced skills in VLOOKUP, SUMIFS, pivot tables, and INDEX + MATCH. AI skills a plus;

- Excellent organizational skills, attention to detail, and the ability to manage competing priorities;
- Strong communication skills (both written and verbal);
- Ability to work independently with initiative in a collaborative team environment;
- Visual literacy and comfort working with structured information and presentation materials.

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Intern – Human Resources

Link to apply: <https://claimscon.clearcompany.com/careers/jobs/062f6cb7-b15f-5253-b4d8-a3b0b7a6d008/apply?source=3650648-CS-61142>

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. **Internship is paid \$17.00/hr** and the program runs from June 15-August 14.

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.

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