



StoptheDrugWar.org • P.O. Box 9853 • Washington, DC 20016
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ADMINISTRATIVE INTERNSHIPS

Hours: Flexible, Based on School Requirements or Availability

Supervisor: Executive Director

Location: Washington, DC or remotely

Internship length: February 1, 2018 - April 30, 2018, negotiable (also willing to discuss summer or fall internships)

The Organization

StoptheDrugWar.org works for an end to prohibition (e.g. for some form of "legalization") and the "drug war" in its current form. We want to replace the illicit drug trade and criminalization with a combination of regulation, health and social programs addressing substances' risks and harms.

StoptheDrugWar.org also works on partial but important reform efforts that are politically feasible in the shorter term. A few of these are sentencing reform, harm reduction practices such as needle exchange or naloxone distribution, availability of substances for medical use, and international human rights as affected by drug policies.

We are primarily US-based, but involved not only in US policy but also foreign policy. We are part of the global community of reform-minded NGOs who advocate internationally. We are a "niche" organization, in that we focus our limited budget and staffing on a few programs for which we are able to make a unique or disproportionate impact.

Our Values

- Tolerant
- Pluralistic
- Intellectual
- Open-Minded
- Friendly
- Passionate
- Positive
- Compassionate
- Team Players

The Internships

Administrative Interns will report to the Executive Director, David Borden. Work will include bookkeeping, accounting and budgeting; preparation of reports to various government agencies; maintenance of our membership database; collaboration with the Executive Director on a revamping and updating of our membership program; and assisting the Executive Director with other administrative matters as they come up.

An Administrative Internship with StoptheDrugWar.org is an opportunity to learn firsthand about nonprofit accounting, administration, and legal structures. Time will be made in the schedule for learning and discussion/Q&A with the Executive Director on these topics – as well as to learn about drug policy reform and our programs.

Responsibilities

- Entering financial transactions into our accounting software, QuickBooks.
- Analyzing budget and cash flow matters, using Excel.
- Enter donations received offline into our membership/donations database.
- Assist in the consolidating of different membership databases and spreadsheets into one.
- Assist in filling out nonprofit and other business forms.

- Assist in the preparation of our annual 990 nonprofit tax returns.
- Other administrative matters as they come up.

Job Requirements:

- Strong attention to detail.
- Some experience with financial recordkeeping and accounting is helpful.
- The applicant must use their own computer and telephone.

Work Arrangements

- Our practice is to work with interns to find specific tasks and projects that fit with your goals and interests, while being helpful to our organization's objectives. We want people to be engaged in their work with us and to find it useful for them.
- StoptheDrugWar.org has not rented our own office since 2011, but we have use of space rented by a partner group, Students for Sensible Drug Policy (SSDP). When not there, we typically meet at local coffee shops.
- Interns and the Executive Director will meet at least once per week (normally in person, when necessary by phone or videoconference) to go over work and plans. In addition to directly work-related discussions, these meetings will also provide time for the mutual sharing of insights and knowledge and experience.
- Interns are encouraged to attend coalition and working group meetings that take place in Washington on a variety of drug policy and criminal justice issues, as well as think thank forums related to the issue.
- Unfortunately we are not funded to provide financial compensation for internships this semester. We hope that will change in the future.

Contact

- David Borden, Executive Director, borden@drcnet.org, (202) 236-8620.

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