



As a Religious Action Center (RAC) Eisendrath Legislative Assistant (LA), you have the opportunity to learn firsthand about the American political process while striving to influence that process according to the traditions of Reform Judaism.

The RAC is the Reform Jewish Movement's voice in Washington, D.C., covering a broad spectrum of social justice issues, including religious liberty, Israel, human rights, reproductive rights, economic justice and civil rights. The RAC advocates the policies of the Reform Movement's Union for Reform Judaism, Central Conference of American Rabbis, and Commission on Social Action. The RAC also serves as a resource center: planning conferences, creating and distributing educational material and mobilizing the grassroots of American Reform Jewry.

Legislative Assistants are recent college graduates and participate in every aspect of the RAC's work. You represent the RAC and the Reform Movement in the many coalitions to which we belong. Working closely with other Jewish organizations, with interfaith coalitions such as the Washington Interreligious Staff Community, and with issue-based coalitions like the Leadership Conference on Civil and Human Rights, you are responsible for familiarizing yourself with pending legislation, meeting with public officials, and preparing appropriate educational and programmatic materials for congregations and Reform Movement affiliates.

Approximately a quarter of an LA's time is spent on non-legislative work. This includes engaging high school students in educational programs through six Bernard and Audre Rapoport L'Taken Social Justice Seminars, other teaching and programmatic opportunities, and administrative duties. Because of our work with high school students, a background check is required for LA applicants considered for employment.

The program is intensive; the hours are long and the responsibilities are great. The LA program provides an annual stipend of \$30,000 (before taxes) as well as health benefits. The program begins in August 2013 and runs for approximately 51 weeks.

Please show a copy of this letter describing the LA program to the two people who will write your recommendations. We would like one of your recommendations to come from a rabbi or other Jewish professional who knows you well and can speak about your Jewish and social justice interests. If you have not had the opportunity to establish such a relationship, please contact us to discuss alternatives. In addition, we request a recommendation from someone who can speak knowledgeably about your academic, writing and teaching abilities (preferably a college professor). Finally, because strong writing skills are so important to our work, we ask applicants to submit three writing samples. They are described further in the attached application.

We look forward to hearing from you.

Please send the completed application by email (preferred) to: bweinstein@rac.org

Barbara Weinstein, Associate Director
Religious Action Center of Reform Judaism
2027 Massachusetts Avenue, NW
Washington, DC 20036
Fax: (202) 667-9070

APPLICATION FOR THE 2013-14 EISENDRATH LEGISLATIVE ASSISTANT FELLOWSHIP

Completed application (including letters of recommendation) must be **received** by February 22, 2013.

NAME _____

DATE OF BIRTH _____

E-MAIL _____

CURRENT ADDRESS _____

PERMANENT ADDRESS (IF DIFFERENT) _____

CURRENT PHONE NUMBER _____

PERMANENT PHONE NUMBER _____

PARENTS'/GUARDIANS' NAMES _____

COLLEGE/UNIVERSITY AND GRADUATION DATE _____

MAJOR(S)/MINOR(S) _____

G.P.A. _____

HOW DID YOU HEAR ABOUT THE LEGISLATIVE ASSISTANT PROGRAM? _____

PLEASE INCLUDE THE FOLLOWING WITH YOUR APPLICATION:

I. RESUME

II. OFFICIAL COLLEGE TRANSCRIPT

III. NAME(S) OF SYNAGOGUE(S) AND RABBI(S) WITH WHICH/WHOM YOU HAVE BEEN INVOLVED (INCLUDE CITY, STATE AND PHONE NUMBER). DESCRIBE YOUR CONNECTION WITH THE SYNAGOGUE/RABBI:

IV. RECOMMENDATIONS

Please submit at least two recommendations, one from a rabbi or other Jewish professional, and another from a professor. Please provide the attached outline to your recommenders.

1) Rabbi/Jewish Professional's Name _____

Congregation/Organization _____

Address _____

Phone number _____ E-mail _____

Relationship to you _____

2) Professor's name _____

College/University _____

Address _____

Phone number _____ E-mail _____

Relationship to you _____

V. PERSONAL STATEMENT

Please prepare a brief essay (500 words or fewer) explaining how your experiences and your understanding of Jewish social justice relate to ONE of these quotes. (Please make the essay reflective of your *personal* experiences, rather than a theoretical exploration.)

1. "When you see the donkey of your enemy lying under its burden and would refrain from raising it, you must nevertheless raise it with your enemy." (Exodus 23:5)
2. "In theory, there is no difference between theory and practice. But in practice, there is." (Yogi Berra)
3. "We succeed in enterprises which demand the positive qualities we possess, but we excel in those which can also make use of our defects." (Alexis de Tocqueville)

VI. WRITING EXERCISE

The significant portion of an LA's work involves writing including: letters to Members of Congress, op-eds, legislative analyses, conference programs, and speeches. This work is often done under time pressure. To simulate the time constraints you may experience as a RAC LA, we require you to complete a writing exercise within 90 minutes (1.5 hours). The writing sample may be completed on any of the following days:

December 19, 2012 3 pm – 4:30 pm (EST)

January 17, 2013 12 pm – 1:30 pm (EST)

February 6, 2013 5:30 pm – 7 pm (EST)

February 11, 2013 12 pm – 1:30 pm (EST)

Please request the writing exercise by emailing Barbara Weinstein (bweinstein@rac.org) **in advance** of the date on which you would like to receive it. A confirmation email will be sent to you. On the requested date, you will receive the exercise at the chosen time and have 90 minutes to complete it.

NOTE: The remainder of your LA application may be submitted separately.

VII. WRITING SAMPLE

Please provide a writing sample to help us assess your ability to develop and sustain an idea or argument in writing. This writing sample should be:

-Approximately 5-10 pages in length. (Not an excerpt of a longer paper.)

-A document you have already written for school, an internship, or work. (We do not require or expect you to write new material. Simply send us something of which you are proud.)

-On a liberal arts subject. (The paper need not relate directly to the RAC's work. It will be considered for form and style, rather than subject matter. Please do not submit a scientific, statistical or mathematical paper.)

GUIDELINE FOR REFERENCES

PLEASE PROVIDE THIS GUIDELINE TO INDIVIDUALS WRITING YOUR LETTERS OF RECOMMENDATION

Thank you for recommending an applicant to the Religious Action Center of Reform Judaism's Eisendrath Legislative Assistant (LA) program.

LAs advocate in Washington, D.C. on behalf of the Reform Jewish Movement's social justice agenda. LAs take part in a wide range of social action activities including: monitoring legislation; developing synagogue social action programming; coordinating special events; creating educational materials; planning and running weekend conferences for teens; and mobilizing the grassroots of American Jewry. When writing your recommendation, please consider the following:

- Is the applicant capable of working effectively in a group setting?
- Is the applicant capable of working effectively in a fast-paced setting?
- Is the applicant able to meet deadlines?
- Is the applicant able to work within an institutional structure?
- How does the applicant receive feedback and constructive criticism?
- Is the applicant able to communicate ideas effectively through public speaking?
- Does the applicant think creatively?
- Does the applicant possess good writing skills?
- Does the applicant possess good research skills?
- Does the applicant possess good analytical skills?

Completed applications, including letters of recommendation, must be received by **February 22, 2013**. You may return your letter of recommendation to the applicant in advance of that date by email (preferred) or mail it directly to:

Barbara Weinstein, Associate Director
c/o Eisendrath Legislative Assistant Program
Religious Action Center of Reform Judaism
2027 Massachusetts Ave. NW
Washington DC 20036
bweinstein@rac.org
Phone: 202-387-2800
Fax: 202-667-9070