



Media Relations Assistant Internship

AmeriCorps National Civilian Community Corps (NCCC)

ABOUT THE AGENCY:

Established in 1993, the Corporation for National and Community Service (CNCS) is the federal agency that engages more than five million Americans in service each year through its core programs-- Senior Corps, AmeriCorps, Social Innovation Fund and leads President Obama's national call to service initiative, United We Serve.

As the nation's largest grant maker for service and volunteering, CNCS plays a critical role in strengthening America's nonprofit sector and addressing our nation's challenges through service.

AmeriCorps NCCC is a full-time, residential, national service program in which 2,200 young adults serve nationwide each year. During their 10-month term, corps members—all 18 to 24 years old—work on teams of eight to 12 on projects that address critical needs related to natural and other disasters, infrastructure improvement, environmental stewardship and conservation, energy conservation, and urban and rural development. The Atlantic Region campus in Baltimore is one of five regional hubs in the United States and serves eleven states, two U.S. territories and the District of Columbia in the northeast part of the country. The other campuses are located in Denver, Colorado; Sacramento, California; Vicksburg, Mississippi; and, Vinton, Iowa.

In exchange for their service, corps members receive \$5,730 to help pay for college, or to pay back existing student loans. Other benefits include a small living stipend, room and board, leadership development, increased self-confidence, and the knowledge that, through active citizenship, people can indeed make a difference. AmeriCorps NCCC is administered by the Corporation for National and Community Service, a federal agency. The Corporation improves lives, strengthens communities, and fosters civic engagement through service and volunteering. For more information about AmeriCorps NCCC, visit the website at www.nationalservice.gov.

The Media Relations Assistant Internship is in the Office of National Civilian Community Corps, Department of the Chief Executive Officer, Corporation for National and Community Service, located in Baltimore, MD. The NCCC Atlantic Region Baltimore Campus is responsible community outreach across 11 states from Maine to Maryland, the District of Columbia, Puerto Rico and the U.S. Virgin Islands.

Internship Opportunities and Responsibilities

The selected media relations assistant will work to support media relations in the following areas:

- **News Monitoring** – The media relations assistant will monitor online news for coverage of the AmeriCorps NCCC Atlantic Region campus. The news monitoring includes setting up and viewing Google alerts for mentions of the AmeriCorps NCCC Atlantic Region campus and also searching various news sites for related coverage.
- **Internal Reporting**- The media relations assistant will help the campus to develop a means to report and showcase news coverage gained by the campus across the country. This report will be for internal audiences.



- **Media Displays** – the media relations assist will have an opportunity to create internal office displays to feature select media coverage.
- **Press Kits and Informational Packets** - the media relations assistant will prepare a ready supply of press kits and informational packets for external audiences and stakeholders.
- **Updating Fact sheets & Profiles** – the media relations assistant update campus fact sheets and outreach profiles for external use.
- **Research Media Opportunities** – the media relations assistant will develop a list of various broadcast and radio media opportunities for NCCC staff appearances and program promotion.
- **Social Media Content Compiling** – the media relations assist will compile, draft and edit social media content for approval and use.

Who May Apply:	Undergraduate or graduate students who are U.S. Citizens.
Compensation/ Academic Credit:	This is an unpaid internship at the Corporation for National & Community Service. Students accepted for an internship may earn academic credit through course credit programs offered at their institutions. Information about these programs can be obtained from the intern's school placement offices.
Location:	AmeriCorps National Civilian Community Corps (NCCC) Atlantic Region Campus, 6726 Youngstown Avenue Baltimore, MD 21222 .
Supervisory controls:	This internship reports to the Regional Director of the NCCC Atlantic Region campus. Day to day guidance and support will be provided by the community relations staff of the Office of the Regional Director.
Term of Internship:	Flexible hours, 10 to 15 hours per week, Monday - Friday. Winter, Spring, Summer and Fall 2015.
Transit Benefit:	Interns may be eligible for a commuter benefit.
Application Process:	Please send your resume, cover letter and writing sample to Denise Giles Yeager, Intern Program Coordinator at dyeager@cns.gov . No phone calls, please. Writing samples should not exceed four pages. Writing samples related to newsletters, publications, media outreach or press releases are preferred. Indicate Media Relations Assistant Internship in the subject line.