

Small, Unique Federal Agency Seeks Media/Digital/Communications Interns for WINTER, SPRING, SUMMER and FALL 2015

About Us

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 Senior Corps, AmeriCorps, Social Innovation Fund, and other programs, and leads President Obama's national call to service initiative, United We Serve.

The Office of External Affairs offers internships that provide undergraduate and graduate students an opportunity to work in a fast-paced, forward-looking communications office. As the principal point of contact for CNCS with external audiences, the office is responsible for shaping the agency's communications strategy, digital growth, and public engagement.

About the Internship

We are currently accepting applications for unpaid internship positions for the winter, spring, summer, and fall semesters of 2015. We are located in downtown Washington, D.C. near the red, blue and orange Metro lines.

This is an opportunity to gain hands-on experience working closely with press, event, advance, marketing, and digital teams. External Affairs interns will assist press officers with inquiries from national and regional news media, gather news clips, compile press lists, assist with interviews and press events, and conduct media and digital outreach.

Interns may also assist in researching and editing remarks for the agency's CEO and other senior leadership. They will support digital media operations – which include publishing to the website, developing content for social media, designing web graphics, maintaining photo libraries, ensuring documents are 508 compliant, and researching new digital opportunities.

About You

Qualified applicants should possess strong written and verbal communication skills, be familiar with current events and demonstrate a strong interest in or are seeking a degree in communications, public affairs/relations, media, journalism, and/or public policy and government. Strong interpersonal and communication skills are a must. Ability to handle multiple tasks and work under pressure is also necessary. Previous internship experience is desirable. AmeriCorps Alums strongly encouraged to apply.

Other qualifications include strong administrative and organizational skills, the ability to conduct thorough research and a background in news writing and editing. Candidates should also be reliable, enthusiastic and able to work well with others in a fast-paced environment.

Individuals with event planning, or experience using design tools (Photoshop, Illustrator, Dreamweaver), Excel, Drupal or those with photo or video editing experience are encouraged to apply.

Work Schedules

The Office of External Affairs is open Monday through Friday from 8:30 a.m. to 6:30 p.m. winter, spring, summer and fall interns are requested to work a minimum of 20 hours a week. Summer internships are full time.

Academic Credit

Internships are only offered as student work-study programs and are not for compensation. Students accepted for an internship may earn academic credit while working in our office. Information on academic credit programs can be obtained from school placement offices.

Requirements

Applicants for an internship must be United States citizens. Please note that participation as a student intern is contingent upon the satisfactory completion of a background investigation. Under no circumstances will a student be allowed to work in any capacity before his or her background investigation is successfully completed.

Application Procedures

Applicants should send a cover letter, resume and two writing samples to: Denise Yeager at dyeager@cns.gov. No phone calls, please.

Those with graphic or web design and photo or video experience should submit portfolio samples as well.

Individuals interested in this position should submit two writing samples in addition to the application materials listed below. Writing samples should not exceed 4 pages. Non-legal and non-academic writing samples such as essays, news articles, and blog posts are preferred.