



Corporation for National and Community Service External Affairs Internship

The Corporation for National and Community Service (CNCS) is the federal agency that administers the AmeriCorps, Senior Corps and Learn and Serve America programs.

The Office of the CEO, in collaboration with the External Affairs Team, coordinates the internal and external engagement of Corporation officials, including the Board of Directors in agency initiatives and events. The coordinated efforts include outreach to various constituents and communicating with various departments in CNCS headquarters and across the country to identify events and speaking engagements and prepare advance materials. Summer interns will support this work by drafting written correspondence, compiling briefing materials, and generally preparing the Board of Directors, the CEO, and other senior staff for speaking engagements and events.

Possible projects include, but are not limited to:

1. National Conference on Volunteering and Service (NCVS)
 - a. Compiling briefing docs and talking points for Board of Director speaking roles; preparing briefing books.
 - b. Participating in NCVS planning meetings, providing general support on tasks to prepare for for NCVS.
2. Let's Read, Let's Move (LRLM)
 - a. Compiling briefing docs and talking points for Board of Director speaking roles; preparing briefing books.
 - b. Participating in LRLM meetings, and providing general support on tasks for LRLM.
3. Board of Directors Retreat (June, September)
 - a. Assisting in compilation and preparation of materials and presentations by senior staff to the Board of Directors at the retreat.
4. September 11 Day of Service and Remembrance
 - a. Managing project list and contact with project organizers.
 - b. Compiling briefing docs and talking points for Board of Director speaking roles.
 - c. Participating in 9/11 planning meetings, and providing general support on tasks for 9/11.
5. General Support of the Office of the CEO
 - a. Providing requested administrative support on other special initiatives, and as requested by the CEO and Chief of Staff Scheduler.
 - b. Devoting time to increased understanding of the structure and staff of the Office of the CEO.
 - c. Investigating and identify internal or external meetings for possible attendance.

Additional Internship Responsibilities

1. Meet weekly with supervisor(s) to check-in, reflect on program, and create strategies to accomplish goals. Share observations, insights and questions.
2. Present information to supervisor and project lead for feedback. Work on additional projects, review with project leads.
3. Complete evaluation of the intern experience; meet with supervisor(s) for feedback.

Logistics:

Start dates are flexible, but ideally interns will begin on Monday, May 23 and end in August/beginning of September. Full-time availability is preferred but part-time internships are available. Internships are also available during fall and spring semesters. This is an unpaid internship but interns may be eligible for a commuter benefit. Hours are Monday – Friday, 9:00 am to 5:30 pm

Qualifications:

CNCS is looking for interns who have:

- Creativity and a strong commitment to service and the mission of the agency.
- Interest in a career in public relations, partnership and engagement, and communications.
- Experience in public relations, in a professional setting, and in working in teams.
- Excellent communication and writing skills, organizational skills, analytical skills, and basic computer skills (e.g., at least facility with MS Office Applications).
- The ability to take initiative and follow directions, and to execute and work against a deadline
- US citizenship.

Contact Information:

Please send your resume and a cover letter to Denise Yeager, Office of the CEO, dyeager@cns.gov. She can also be reach by phone should you have any questions at 202.606.6712.