

## **Communications/Marketing Internship Announcement**

The Council for Court Excellence internship program provides a unique opportunity for undergraduate and graduate students to help improve justice for the DC community. Our internship offers hands-on experience to exceptional students committed to a communications or marketing career, particularly in a nonprofit setting. Interest in law, policy, access to justice, or other social justice issues is a plus.

The communications/marketing internship provides the opportunity for students to:

- Enhance their understanding of the justice system in Washington, DC;
- Help improve the general public's understanding of the civil, criminal, and juvenile justice systems through publications and educational programs;
- Strengthen CCE's communications and marketing efforts; and
- Work with a dedicated staff and volunteer board of lawyers, business leaders, judges, and other civic leaders on key justice issues.

The Council for Court Excellence is a nonprofit, nonpartisan civic organization that works to improve the administration of justice in the local and federal courts and related agencies in the Washington metropolitan area. CCE has a small staff that works with a large volunteer board of directors whose members come from the legal, business, judicial, and civic sectors.

### **General Responsibilities**

Communications/marketing interns will work with the Development & Communications Director to plan and implement strategies that will help CCE increase its visibility, branding, and financial resources. Responsibilities may include:

- Collaborating with CCE program staff and volunteer leadership to develop messaging and promotional and fundraising materials;
- Supporting special events, including publication-release events: Logistics, sponsor identification and coordination, invitation and guest lists, and marketing/publicity;
- Drafting and editing CCE's e-newsletter, social media posts, website content, project notes and memoranda, and other materials;
- Managing and monitoring CCE's social media platforms (Facebook, Twitter, and LinkedIn);
- Monitor mainstream and trade press for articles relevant to CCE's work;
- Helping CCE develop more robust communications, marketing, and fundraising functions;
- Researching new funding opportunities (from foundations, corporations, local and federal governments, and individuals);
- Preparing grant applications and reports, including drafting copy, editing, assembling materials, and tracking proposals; and
- Attending board and committee meetings with CCE's volunteer leadership.

### **Eligibility and Qualifications**

Recent graduates, graduate students, or undergraduates who have completed at least two years of college are eligible for CCE internships.

CCE seeks motivated and responsible individuals who are committed to a communications or marketing career, particularly in a nonprofit setting. Interest in law, policy, access to justice, or other social justice issues is a plus. Ideal applicants will have these qualities and experience:

- Coursework in communications, marketing, or business/nonprofit administration;
- Exceptional writing and communication skills;
- Excellent organization skills with a keen eye for detail;
- Good interpersonal skills, with a willingness to ask questions and share ideas;
- Strong technology skills in a Windows-based environment, including Word, Excel, PowerPoint, and Outlook, and an aptitude for learning new technologies;
- Familiarity with Facebook, Twitter, LinkedIn, and other social media platforms, as well as online marketing applications (e.g., Constant Contact) and website content management systems;
- Ability to work independently, take initiative, and meet deadlines;
- Enjoy working in a collegial environment.

### **Compensation and Duration**

Internships are unpaid, though CCE covers local public transportation costs. CCE cooperates fully with academic credit-granting programs. Students receiving academic credit should consult with their professors or advisors concerning evaluation forms or other requirements.

Internships are generally 12-16 week unpaid positions located in Washington, DC. We offer three internship sessions that align with the academic calendar: Spring (January – May), summer (June – August), and fall (September – December). Positions can be full-time or part-time (minimum of 15 hours per week), based on CCE's needs and the intern's availability. For best placement results, please apply before the closing deadline listed below for each semester.

### **Application Procedure and Deadline**

Prospective interns should email **one PDF document** containing all of the following: Cover letter indicating interest and availability (dates and number of hours per week), résumé, unofficial transcript, and brief writing sample on any topic (no more than three pages).

Application deadlines:

- Summer: March 15
- Fall: July 31
- Spring: October 15

### **Contact**

Send application materials to [Danny Reed](mailto:danny.reed@courtexcellence.org), Development & Communications Director, at [reed@courtexcellence.org](mailto:reed@courtexcellence.org)