

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