Summer Communications and Advocacy Internship

The National Consumer Law Center seeks a dynamic, self-starter to assist with communications, media relations, and legislative advocacy efforts. This paid part time Internship is an excellent opportunity to experience various aspects of communications and advocacy work while working for a national nonprofit advocacy organization. This role will report to the Director of Communications.

Responsibilities:

- Assist in writing and editing of various internal and external communications, including weekly e-newsletter, news releases, etc.
- Track organization’s news coverage.
- Perform research in various news markets and subject areas.
- Build and update media lists, congressional lists, activist lists, and databases.
- Research and create fact sheets.
- Assist with administrative duties.
- Perform other tasks as assigned.
- Possible other projects with social media, research, and writing.

Qualifications:

- Understanding of the basic principles of communications, public relations and/or marketing
- Must be computer literate (efficiency in using Microsoft Office)
- Possesses excellent written and oral communication and interpersonal skills
- Attention to detail
- Good understanding of various social networks and tools
- Multimedia (creating video, graphics, podcasts, etc.) experience desirable

Schedule: This is a summer internship opportunity with potential to continue on into the school year this fall.

Salary: $13 per hour, up to 20 hours per week. Flexible schedule. This is a temporary, part time position and will not be eligible for benefits.

To apply, please email a resume and cover letter to careers@nclc.org subject: “Communications and Advocacy Internship”

The National Consumer Law Center is an Equal Opportunity and Affirmative Action Employer, and encourages applications from all qualified individuals without regard to race, color, national origin,
religion, sex, gender identity, sexual orientation, age, disability or veteran status, or to other non-work-related factors.