



**National
Consumer Law
Center**

*Fighting Together
for Economic Justice*

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NCLC.ORG

Communications Intern Spring 2020

The National Consumer Law Center seeks a dynamic, self-starter to assist communications and media relations efforts in our Boston office. This paid internship is an excellent opportunity to experience various aspects of communications while working for a national nonprofit advocacy organization.

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 and databases.
- 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, google products)
- Possesses excellent written and oral communication and interpersonal skills
- Good understanding of various social networks and tools
- Multimedia (creating video, podcasts, etc.) experience desirable
- Graphic design experience preferred

Schedule: Flexible schedule, up to 20 hours per week. Availability on Fridays is highly preferred. We are accepting applicants for the Spring 2020 semester, with potential to stay on for the summer. Please specify your availability in your cover letter.

Salary: \$14.88 per hour. This is a temporary, part time position and will not be eligible for benefits.

To apply, please email a resume and cover letter to internships@nclc.org subject: "Communications Internship Spring 2020"

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