



Advancing Fairness
in the Marketplace for All

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Communications Intern

Location: Boston office

The National Consumer Law Center seeks a dynamic, self-starter to assist communications and media relations efforts. 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)
- Possesses excellent written and oral communication and interpersonal skills
- Good understanding of various social networks and tools
- Multimedia (creating video, podcasts, etc.) experience desirable

Schedule: Flexible schedule, up to 20 hours per week. Availability on Fridays is highly preferred. We are accepting applicants for fall 2018 or for the full academic year (preferred). Please specify your availability in your cover letter.

Salary: \$13 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"

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