

## Communications/Development Intern Position Available

Children's Law Center works to give every child in the District of Columbia a solid foundation of family, health, and education. We are the largest provider of free legal services in the District and the only to focus on children. Our 80-person staff partners with local pro bono attorneys to serve more than 2,000 at-risk children each year. We use this expertise to advocate for changes in the District's laws, policies, and programs. Visit [www.childrenslawcenter.org](http://www.childrenslawcenter.org) to learn more.

### Responsibilities

Interns are needed to provide support to Children's Law Center's communications and development departments on a full-time or part-time basis during the summer. Interns will gain hands-on experience in the areas of communications and development from small but active teams. Please note this position does not involve any legal work.

Ideally, this position would be filled from May to August, at least 20 hours a week. Dates and hours are negotiable. This position can be used for course credit when relevant.

Potential tasks include:

- ◆ Preparing and posting website updates
- ◆ Editing, archiving, and/or deleting old web pages
- ◆ Proofreading and formatting documents
- ◆ Compiling informational packets for media or potential donors
- ◆ Maintaining an organized stock of in-house materials
- ◆ Researching relevant people, organizations, and programs
- ◆ Updating database records
- ◆ Assisting with mailings
- ◆ Setting up and/or staffing small events as needed
- ◆ Assisting with administrative tasks for CLC's annual fundraising benefit
- ◆ Helping research and organize benefit raffle
- ◆ Conducting other research projects as needed

### Requirements and Qualifications

Individuals with an interest in learning more about fundraising and with a strong background in communications, journalism, advertising or English are desired for this position. Applicants should have exceptional written communication skills as well as a high attention to detail. Proficiency in MS Office and database applications is necessary. Experience with updating a website and basic knowledge of HTML is strongly preferred. Basic skills in design applications such as Photoshop, InDesign, and Microsoft Publisher are a plus, as is event planning experience. Applicants may be current students, recent graduates, or experienced individuals with a strong work ethic.



616 H Street, NW · Suite 300  
Washington, DC 20001  
T 202.467.4900 · F 202.467.4949  
[www.childrenslawcenter.org](http://www.childrenslawcenter.org)

Position is open until filled. No telephone calls please. Send resume, cover letter, and two-page writing sample to [jobs@childrenslawcenter.org](mailto:jobs@childrenslawcenter.org).

Children's Law Center is an equal opportunity employer. Our policy is to provide equal opportunity at all times without regard to race, color, religion, sex, pregnancy, national origin, ancestry, age, marital status, sexual orientation, family responsibility, physical or mental disability, medication, or status as a veteran.