

Communications Internship Fall 2008

POSITION DESCRIPTION

ICP is seeking graduate and undergraduate students interested in community and national service, public policy, communications, non-profit management, and/or international affairs for a Fall 2008 Communications internship.

The Communications Intern's primary responsibility will be to work with the ICP team on a number of communications activities. Each intern is assigned specific projects based on interest and skills. Possible tasks include:

- Contributing to the content and production of the monthly e-newsletter *Service News Worldwide*
- Writing entries for ICP's Blog and organizing staff contributions
- Assisting in developing marketing and publicity materials for ICP, including a brochure, the annual activities report, and a fundraising pitch piece
- Updating youth service news for ICP's website and other parts of the website as needed
- Assisting in coordinating visits and interviews with international visitors and service field leaders

QUALIFICATIONS

An ideal candidate will:

- have excellent oral and written communication skills
- have experience in journalism, marketing, web-publishing, and/or desktop publishing
- be creative, organized and responsible
- be flexible and comfortable multi-tasking as well as working independently and as part of a team
- be willing to commit a minimum of 35-40 hours a week
- have a strong interest in national and community service projects in the United States and/or abroad
- knowledge of foreign languages preferred

Start Date: August/September 2008

End Date: December 2008 (possible option for renewal in Spring 09)

BENEFITS:

ICP is a small organization and interns are considered to be full members of the team. An internship at ICP is a great opportunity to acquire **true** professional experience for those interested in a career in non-profit management, public policy, and international development. We are in a great Metro-friendly location—our office is one block from Dupont Circle. We offer a \$50 per week stipend for full-time interns (35-40 hrs/week), but please be advised that this internship is otherwise unpaid.

INNOVATIONS IN CIVIC PARTICIPATION

Susan Stroud, Executive Director

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APPLICATION PROCESS:

The deadline for applications is **August 1, 2008**, and we will be interviewing on a rolling basis. Interested candidates should send a *resume, writing sample, and cover letter* (by email, fax, or mail) to

Kelly Fox
Office Manager
Innovations in Civic Participation
1776 Massachusetts Avenue, NW
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ABOUT ICP:

Innovations in Civic Participation (ICP) is a non-profit organization based in Washington DC that facilitates the generation of opportunities for young people to change their communities for the better and build essential skills for future success through civic engagement. We work with individuals, organizations, and groups around the globe to support the development of innovative approaches to two civic participation strategies: national youth service and service-learning.

ICP is working on an array of projects in the United States and overseas that support the development of national and community service policies and programs. In the US, ICP focuses its efforts on broadening and deepening support for national and community service by developing pathways and transition strategies for AmeriCorps members after service, identifying and supporting innovative state programming, and promoting investment in a Clean Energy Corps for environmental service.

Internationally, ICP is developing regional capacity in South and East Asia, Latin America, and Africa, building strategic partnerships to assist in the design and implementation of innovative service programs and policies, and collecting and distributing information through forums, publications, and our website, e-newsletter, and discussion forums.

For more information about ICP please visit www.icicp.org

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