

Project and Communications Internship Spring 2009

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 Spring 2009 Project and Communications internship.

The intern's primary responsibility will be to work with the ICP team on a number of projects and communications activities. Each intern is assigned specific projects based on interest and skills. Projects and communication needs for Spring 2009 include:

Impact Evaluation

ICP, in collaboration with numerous evaluation experts and youth service practitioners, seeks to build the evidence base for the impact of youth service programs through the development of a conceptual framework, typology, overarching logic model and guiding principles of high quality youth service programs. ICP is coordinating an informal working group to develop these tools and facilitate future high-level impact evaluation of national youth service programs and the establishment of national youth service as a proven effective model for national and youth development.

Specific tasks may include:

- Drafting and editing correspondence with the informal working group
- Researching existing evaluation literature and tools relating to national youth service
- Drafting proposals and concept notes to generate interest in and funding for the project

Green Youth Service

ICP believes that educating, training and mobilizing young people through national service and service-learning is essential to any strategy for addressing climate change. Opportunities must be created for young people to develop the necessary skills and knowledge while making a significant contribution to mitigating climate change in the coming years. ICP is developing several project initiatives promoting effective opportunities for youth service and climate change.

Specific tasks may include:

- Researching existing youth service and climate change programs
- Drafting concept notes to generate interest in the project
- Researching opportunities for ICP to collaborate with other organizations to promote green youth service
- Drafting communication materials to keep resources and materials on the project website up to date

Communications

ICP actively collects and distributes information on youth civic engagement and its projects through forums, press releases, publications, its website, blog, and e-newsletter. The Intern may be called upon to assist in the drafting and development of any of these communication tools as well as assisting in the development of a comprehensive communication strategy for ICP.

INNOVATIONS IN CIVIC PARTICIPATION

Susan Stroud, Executive Director

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Specific tasks may include:

- Maintaining and updating ICP's interactive website to make available current news and project information including maintenance of ICP's global database on youth service policies and programs
- Assist in developing a strategy to increase use of ICP's website
- Contributing to the content and production of the monthly e-newsletter *Service News Worldwide* and to ICP's blog
- Drafting press releases and other publication materials
- Assisting with information management

In addition to these projects, the Projects and Communications Intern may be called upon to assist in other projects as the need arises.

QUALIFICATIONS

An ideal candidate will:

- have excellent analytical and writing skills
- have previous research experience, preferably in the social sciences field
- 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 minimum 20 hours a week (days and times are flexible); preference given to applicants available full-time.
- knowledge of foreign languages preferred
- knowledge of national and community service projects in the United States and/or abroad preferred
- experience in journalism, web-publishing, and/or desktop publishing preferred

Start Date: January/February 2009

End Date: May 2009 (possible option for renewal in Summer/Fall 2009)

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—one block from DuPont Circle. We offer a \$50 per week stipend for full-time interns, but please be advised that this internship is otherwise unpaid.

APPLICATION PROCESS

For best consideration, please submit your application by **January 23, 2008**, and we will be interviewing on a rolling basis. Interested candidates should send a *resume, writing sample, and letter of interest* (by email, fax, or mail) to:

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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. ICP works 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, its website, blog, e-newsletter, and discussion forums.

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

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