



Communications Intern

(Unpaid, but may be eligible for class credit)

About Us:

The Coalition for Juvenile Justice (CJJ) is a nonprofit organization comprising a nationwide coalition of State Advisory Groups (SAGs) and allies dedicated to preventing youth from becoming involved in the courts and upholding the highest standards of care when youth do enter the court system. CJJ envisions a nation where fewer children are at risk of system-involvement and, if they are at risk or involved with the court system, they and their families receive every possible opportunity to live safe, healthy and fulfilling lives. CJJ is headquartered in Washington, DC, and works with members across all of the states, territories and DC.

Brief Position Description

The Communications Intern will assist with the execution of projects to develop and manage the overall provision of email, web-based, and social media communications with CJJ members and other key audiences. S/He will assist with the monthly newsletter, Facebook and Twitter posts and responses, the CJJ blog, and other forms of member communications. Other duties include data management and administrative/logistical support.

Candidates are expected to be fast-learners who are flexible and team-oriented, have strong interpersonal skills, and have proficient-to-advanced skills with MS Office suite. Experience with basic HTML, data analysis, and familiarity with juvenile justice issues are preferred. The Communications Intern may be expected to write short products and content on specific juvenile justice related topics.

Major Areas of Responsibility

- Assist in planning, writing, and managing monthly newsletter;
- Design publications, graphics, and emails to CJJ members;
- Update CJJ's website;
- Reach out to members and allies to create blog content;
- Fact-check and revise a range of products to conform with CJJ style requirements and to ensure accuracy;
- Maintain CJJ's listservs and other sources of data;
- Analyze, synthesize, and summarize dense and complex information accurately, clearly, and within a short time-frame;
- Provide additional project support; and
- On occasion, attend relevant meetings, briefings, and events for the purposes of taking notes and reporting back to staff.

Required Knowledge, Skills, and Abilities

- Pursuing and undergraduate or graduate degree in advertising, journalism, or marketing field, social sciences, education, social work, law, and justice related fields or other relevant fields;
- Prior internship or related experience with a nonprofit, advocacy organization, or on Capitol Hill preferred; experience in marketing and communications a plus;
- Excellent oral and interpersonal communications skills;
- Excellent writing, editing, and research skills, and ability to frame and draft cogent messages;
- Must be a team player who enjoys working in small groups and can function independently to meet goals;
- Proficiency in MS Office and Adobe; experience in graphic design and basic HTML a plus.

Like many national nonprofit organizations, CJJ operates in a dynamic environment. Therefore, growth opportunities and responsibilities for this position may evolve in response to new strategic priorities and funding opportunities. CJJ values diversity in all aspects of its operations and is an Equal Opportunity Employer.

To Apply

Please send a cover letter, resume, writing sample, and a minimum of three references to smoot@juvjustice.org. No phone calls please. Applications will be accepted on a rolling basis.