



Policy and Communications Summer Internship

Application Deadline: March 2, 2012

Action for Children North Carolina is a non-partisan, non-profit, 501(c) (3) child advocacy organization, dedicated to educating and engaging all people across the state to ensure that our children are healthy, safe, well-educated and have every opportunity for success. Action for Children pursues this mission through independent research, policy analysis and development, public education, advocacy and technical assistance.

Child policy encompasses a broad range of issue areas associated with child well-being. These issues touch on all aspects of social policy including health, safety, education, early education, child maltreatment, juvenile justice and family economic security. Action for Children's goal in this area is to participate in the public and policy debate by identifying the challenges facing North Carolina's children in research and analysis and providing practical policy recommendations for improvements.

Intern Position

Action for Children North Carolina is seeking an advanced or graduate-level student intern to work directly under the Director of Policy & Outreach and Director of Policy & Budget Analysis. The intern will assist with several projects during the Summer of 2012.

Main responsibilities will be in the areas of research, advocacy, community outreach and communications. Specific tasks may include:

- Work with state-level and community-based agencies and organizations to identify and gather needed research and data on children and families; building and maintaining relationships and information-sharing with state and local level partners and others.
- Work with outreach staff on northeastern NC community outreach initiative.
- Attend legislative meetings, hearings on children's issues.
- Drafting policy papers, op-eds, letters to the editor
- Searching NC news outlets for relevant articles
- Helping plan/coordinate special events
- Implementing a social media campaign
- Researching emerging public policy issues
- Research for public policy papers

The policy and communications intern greatly benefits from collaborating closely with policy and administrative experts within Action for Children. As such, the intern often has the opportunity to work with, and learn from, Action for Children's staff who oversees various policy and communications activities while acquiring an understanding of how a non-profit policy organization works.

Time and Dates Needed: Summer 2012.

Location: 3109 Poplarwood Court, Ste. 300, Raleigh, NC 27604

Minimum Qualifications:

- 1-2 years experience in computer and internet usage (i.e., Microsoft office);
- Excellent written and oral communication skills with the ability to work independently and take initiative on projects;
- Research experience;
- Must possess the skills to create succinct, accurate, timely documents;
- Must exhibit the highest degree of personal integrity and passion for children and families;
- Immediate follow-through and attention to details are essential traits.
- Experience with social media a plus.

Please submit a cover letter, resume, writing sample, and two references by C.O.B. Friday, March 2, 2012 to: Randi Munns, Operations Manager Randi@ncchild.org . Interviewing will commence immediately.

Action for Children North Carolina is an Equal Opportunity Employer.