



### **Communications Internship Description**

Convergence Center for Policy Resolution seeks a Communications Intern. The Intern will have the opportunity to contribute to our communications team in the following ways:

#### **Communications Duties:**

- Help draft press releases, newsletters, and email correspondence
- Copy edit and proofread written materials
- Help manage and grow Convergence's social media presence on Twitter, LinkedIn, and Facebook
- Monitor and evaluate Convergence's online presence and produce monthly reports
- Help edit video clips and produce short videos
- Help update the Convergence website
- Help develop press and VIP lists

#### **Additional Duties:**

- Help organize Board and Leadership Council meetings
- Provide general administrative support as needed
- Take notes at internal and external meetings
- Participate in weekly staff meetings

#### **The experience at Convergence will:**

- Strengthen writing, editing, and design skills
- Provide learning and experience in non-profit communications
- Provide exposure to the Washington, DC policy world
- Cultivate a deeper awareness of self, skills, and interest

#### **Qualifications:**

- Upperclassmen or master's degree students. Minor/majoring in communications, journalism or public is a plus. Recent graduates may also apply.
- Be able to commit to 15 - 20 hours per week
- Demonstrated experience with communications gained through projects, previous internships or jobs
- Have excellent writing skills
- Work well on individual or team projects
- Be fluent with Microsoft Office (as well as comfortable learning new software and systems)
- Familiarity or experience with Adobe Creative Suite, WordPress and video editing software is a plus

To apply, please send a cover letter, resume and short writing sample (max. 600 words) to [tal@convergencepolicy.org](mailto:tal@convergencepolicy.org) with the subject line "Communications Internship Application".