

## **Job Title: PAID Summer Internship Intern, College**

### **Job Responsibilities:**

Corporate Voices for Working Families is looking for a part time intern for the Summer 2010 semester. The intern will assist our communications efforts across a variety of corporate communications and marketing initiatives. The intern will perform a variety of research, writing, editorial, communications, marketing and administrative duties.

Responsibilities may include:

- Drafting press releases
- Developing Web content
- Writing and editing report copy
- Researching public policy issues
- Developing presentation materials
- Participating in special projects as required.
- Administrative tasks, including filing, copying, etc.
- Other duties as assigned.

The position pays \$12/hour. Scheduling will be flexible based on student's availability. Interns must be able to commit to work a regular schedule throughout the year.

### **Required Education & Work Experience:**

Applicants should possess exceptional research and organizational skills. Past office experience and ability to handle multiple tasks are necessities. Familiarity with MS Office required and an interest in public policy research and advocacy is greatly appreciated.

- Undergraduate college student (2 years of college)
- Experience working in a professional office environment strongly preferred
- Candidates should possess effective editing, writing, communication and organizational skills.

### **Application Process**

We are currently accepting applications for Summer 2010 internship. To apply, please email a cover letter and resume to [lkearney@cvworkingfamilies.org](mailto:lkearney@cvworkingfamilies.org). You can also fax it to us at 202-467-8130. No phone calls please.

If you are looking for a PAID internship with a progressive and dynamic company, look no further!