

CJA Communications and Development Internship

Internship Description: The Communications and Development Departments of the Center for Justice & Accountability (“CJA”) are seeking a part-time intern (8-25 h/week) for CJA’s San Francisco office.

This internship is best suited for individuals interested in gaining experience in development and/or communications work with an international non-profit organization. It will touch upon most aspects of communications and development for non-profits, and provides an excellent overview of what it’s like to work at a small, international NGO.

Interns will gain knowledge and skills in research, communications, database management, event management, and fundraising. In order to provide a valuable and well-rounded internship experience, interns will attend planning and department meetings with staff and will have the opportunity to take advantage of in-house trainings and briefings.

Internships are unpaid. Interns may be provided a small stipend for local travel costs as pre-approved by CJA and in accordance with CJA policy. Students are occasionally able to arrange academic credit. Students should check with their individual academic institutions for requirements.

Duties and Responsibilities

- Help expand and refine press lists and support international outreach
- Copy-edit texts
- Prepare occasional briefings
- Database entry
- Provide some administrative support to the Communications Director and Major Gifts Officer
- Write draft blogs, web content, opinion pieces and press releases
- Participate in regular social media content promotion on Twitter and Facebook
- Support logistics for various outreach and cultivation events
- Creating donor profiles and using the fundraising database
- Help maintain and update CJA’s various outreach tools (YouTube, Flickr, etc.) and look for new ways of promoting our work

Education and Experience

- Exceptional writing and editing skills
- Pursuing degree or recent graduate in media/journalism, public policy, development or area studies, international relations, political science or a related field
- Good grasp of international politics and issues of transparency, accountability and development

- Experience working in a fast-paced, entrepreneurial and collaborative environment
- Deadline oriented but also able to respond quickly to changing priorities
- Demonstrated attention to detail

Very nice to have:

- Experience with website and social media account management
- Experience with event management or fundraising
- Fluency in a second language
- Familiarity with basic design skills, MS Office, Photoshop, Adobe creative suite and audio-visual content production
- Great enthusiasm for international affairs and human rights work

How to Apply: Please apply immediately by sending a letter of interest, resume, and contact information for two references to intern@cja.org. Please clearly state the time period you can be available and use “**Internship Communications / Development**” as the subject of your email. Only complete applications will be reviewed. No email or phone inquiries, please. Due to the large number of applications, only short-listed candidates will be contacted further.