International Centre
FOR MISSING & EXPLOITED CHILDREN

Making the world safer for children by eradicating child abduction, sexual abuse and exploitation.

Development & Communications Internship

Thank you for your interest in interning at the **International Centre for Missing & Exploited Children** (ICMEC). Interns contribute substantially to the work of ICMEC, and ICMEC's staff work closely with interns to make the experience as rewarding as possible.

ICMEC is a private, nonprofit organization, working to make the world safer for children by eradicating child abduction, sexual abuse and exploitation through advocacy, training and collaboration. We strive to:

- **ADVOCATE:** propose changes to laws, treaties and systems based on rigorous research and the latest technology to better protect children worldwide.
- **TRAIN:** provide tools to professionals who interface with children to improve prevention, facilitate treatment for victims and increase the efficacy of the identification and prosecution of people who victimize children.
- **COLLABORATE:** build international networks of professionals across disciplines to anticipate issues, identify gaps and develop cross-cutting solutions.

As the workload of ICMEC continues to grow and resources are stretched, the contributions of interns are extremely important. ICMEC interns who share the same belief in our goals help to make the success stories happen. ICMEC offers full- and part-time internships each academic semester. Successful applicants will be highly motivated students with excellent communications skills and a passion for public interest work.

ICMEC boasts a strong awareness-based communication strategy that allows ICMEC to connect with its followers about its work, garner support from around the world, and continue to spread its message to eradicate child abduction, sexual abuse, and exploitation.

The **Development & Communications Intern** will support the Director of Development & Marketing and the Development & Marketing Assistant to implement the organization's development, marketing, and communications strategy by assisting with a wide variety of work, including: social media, fundraising, event planning, marketing, communications, graphic design, and public relations.

What are the requirements to intern at ICMEC?

The nature of ICMEC's activities requires that Development & Communications Interns:

- Be available to work 12 to 15 weeks, at least 15 hours per week (20+ hours preferred) during the Fall or Spring semesters;
- Be available to work 8 to 12 weeks, at least 20 hours per week (30+ hours preferred) during the Summer term;
- Undergo initial and periodic background checks; and
- Have completed at least two (2) years of undergraduate studies.

Is the internship paid?

All internships are unpaid, though ICMEC does provide a small stipend to help defray commuting costs. Internships also may be granted academic credit (please refer to your school's internship/externship requirements).

Does ICMEC provide housing?

ICMEC does not provide housing for interns nor do we provide a stipend to cover living expenses.

How do I apply?

An application form is available on our website. You can submit the application form online or download the application form and submit it by mail, fax, or email. In addition, please upload or include a Statement of Purpose or cover letter, résumé, official or unofficial transcripts, and writing sample, and return them to us either online or by mail, fax, or email to the following point of contact:

Internship Coordinator
International Centre for Missing & Exploited Children
2318 Mill Road, Suite 1010
Alexandria, VA 22314
Fax: +1.703.549.4504
Email: internships@icmec.org

Applications must be received by the application deadline:

- August 1 for Fall semester;
- December 1 for Spring semester; or
- March 1 for Summer semester.

Your interest in ICMEC is very much appreciated, and we look forward to helping you have a rewarding and fulfilling experience.

What's next?

You will hear from us as soon as your application has been reviewed, usually within three (3) weeks.

ICMEC is an equal opportunity employer committed to hiring without regard to race, color, religion, age, sex, disability, or other legally protected basis. All decisions regarding employment issues are based on a person's overall qualifications and their ability to meet the position requirements.