



# Marketing, Communications & Development 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.

The International Centre for Missing & Exploited Children (ICMEC) is a private, nonprofit organization, established 20 years ago. Our mission is to unite the world in the prevention, response, recovery, and care of every missing, sexually abused and exploited child to make certain that no matter where they are or how they got there, *no child stands alone*.

We strive to:

- Advocate for changes in laws, treaties and systems to protect children worldwide;
- Research and publish reports, model laws and frameworks, and best practice guides on child protection issues;
- Train and assist governments, law enforcement, legal professionals, healthcare workers, teachers, school administrators, NGOs and others on how to keep children safer from harm;
- Lead global coalitions; and
- Promote public-private, and multi-sectoral partnerships.

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 **Marketing, Communications and Development Intern** will support the communications team to implement the organization's development, marketing, and communications strategy by assisting with a wide variety of work, and will:

- help develop fundraising and communications strategies to acquire and retain donors and sponsors;
- support donor stewardship activities through direct donor communications;
- provide general support of product marketing programs, with special emphasis on marketing and promotion initiatives;
- create written content for a variety of audiences;
- assist with strategic planning of new marketing campaigns;
- write marketing messages for education and fundraising;
- create, edit, and organize content for digital and print properties;
- assist with social media promotion; and



- assist other departments with marketing-related activities as needed.

#### 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](http://www.icmec.org/careers) ([www.icmec.org/careers](http://www.icmec.org/careers)). Please submit the application form online and be sure to include a Statement of Purpose or cover letter, résumé, official or unofficial transcripts, and writing sample.

#### ***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](mailto:internships@icmec.org)

Applications must be received by the application deadline:

- August 16 for Fall semester;
- December 31 for Spring semester; or
- March 16 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.

*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.*