



Social Media 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. We work to make the world safer for children by eradicating child abduction, sexual abuse, and exploitation so that **no child stands alone**. We advocate, innovate, train, and collaborate to protect the world's children.

We **ADVOCATE** for children around the world by proposing changes to laws, treaties, and systems based on rigorous research and the latest technology.

We **INNOVATE** by partnering with leading technology companies to identify and develop new global solutions that protect children from abduction, sexual abuse, and exploitation.

We **TRAIN** partners on the front lines by providing 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.

We **COLLABORATE** with key stakeholders by building 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 in several departments. Successful applicants will be highly motivated students with excellent communications skills, strong interest in digital media, and a passion for public interest work.

The **Social Media Intern** will support the work of the communications team to implement the organization's marketing and communications strategy by helping to:

- Research, draft, and create graphic design (as needed) for scheduled media posts on Facebook, LinkedIn, Instagram, and Twitter;
- Maintain post approval process;
- Maintain a pool of three weeks' worth of posts in advance to include "ICMEC News," "Tips" Series, "Tips" Challenges, Calendar events/Occasions;
- Meet with CEO, COO, Program Directors, and other staff to understand social media marketing needs of each group;
- Post Child Protection TV, Tips, ICMEC News, and General Outreach Posts according to daily/weekly schedule;
- Schedule and manage media posts across all four platforms;
- Other duties as assigned.

What are the requirements to intern at ICMEC?

The nature of ICMEC's activities requires that the Social Media Intern:

- Be available to work 12 to 15 weeks, at least 5 hours per week (10 hours preferred) during the Fall or Spring semesters;
- Be available to work 8 to 12 weeks, at least 10 hours per week (15 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 for students who are physically present in the office. 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). 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

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, 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.