



GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF POLICE COMPLAINTS

Public Affairs Internship Program

The District of Columbia Office of Police Complaints (OPC) is seeking creative and motivated students for its 2017 public affairs internship program, which offers excellent opportunities to develop valuable skills in public relations and communications, while becoming familiar with the growing field of police oversight.

OPC is a government agency that receives, investigates, and resolves complaints from the public alleging police misconduct by Metropolitan Police Department and D.C. Housing Authority Police Department officers. The public affairs intern will assist the public affairs specialist in all areas relating to outreach and communications.

Responsibilities include, but are not limited to:

- Assist with the preparation of communication and outreach materials
- Plan and work community outreach events
- Establish media contacts and promoting news coverage of the agency's work
- Draft news releases, reports, and website content
- Research public safety issues
- Produce material for the agency's Facebook page and newsletter

Interested Public Affairs Intern candidates should possess the following:

- Demonstrated understanding of public relations principles & techniques
- Excellent writing, interpersonal and research skills
- Excellent time management skills
- Proficiency in various social media platforms (Facebook, Twitter, Instagram, etc.)
- Ability to work with diverse populations

Additional Skills (Desired)

- Graphic design and editing skills (InDesign, Illustrator, Photoshop)

Qualifications:

- Candidate for a bachelor's degree in communications, public relations or related field of study
- Interest in public affairs, public safety, and/or criminal justice
- Working knowledge of Microsoft Office

Summer interns must commit to working **40 hours** per week and spring and fall interns must commit to working at least **10 hours** per week to be considered for the program. Fall and spring internships are unpaid, but can be done in conjunction with a course for academic credit. There is a stipend paid for summer internships as the budget allows.

Application Deadlines for 2017: Please submit a brief cover letter, resume, transcript, **and** writing sample (e.g. news release, newspaper article, feature story) by the following date:

Spring	December 9, 2016
Summer	April 14, 2017
Fall	August 11, 2017

Email all materials to internship.dcpc@dc.gov.