



# GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF POLICE COMPLAINTS

## Public Affairs and Communications Internship Program 2020

The District of Columbia Office of Police Complaints (OPC) is seeking creative and motivated students for its summer 2019 public affairs and communications internship program, which offers an excellent opportunity to develop valuable skills in communications and public affairs, while becoming familiar with the growing field of police oversight.

OPC is a District of Columbia government agency that receives, investigates, and resolves citizen complaints of police misconduct filed against Metropolitan Police Department and D.C. Housing Police Department officers. OPC provides an independent and impartial forum for the community and promotes the highest attainable standard of integrity, professionalism, and accountability in the District's police department and housing authority officers.

### Responsibilities include, but are not limited to:

- Draft press releases, pitch emails, presentations and other communication materials
- Assist with planning and coordinating outreach events
- Conduct research on public safety and law enforcement matters
- Assist with online outreach using various social media platforms
- Monitor all media coverage of the agency
- Assist in writing and producing website and social media content
- Update and maintain media list

### Qualifications:

- Candidate for a bachelor's degree in public relations communications or related field of study
- Demonstrated understanding of public relations and communications
- Strong writing, interpersonal and research skills
- Excellent time management skills
- Proficiency in various social media platforms
- Ability to work with diverse populations
- Experience with Microsoft Office Suite

### Additional Skills (Desired)

- Graphic design skills (InDesign, Illustrator, Photoshop)
- Foreign language (Spanish)

Summer interns are paid and must commit to working 40 hours per week to be considered for the program.

**2020 Application Deadline:** Please submit a brief cover letter, resume, transcript, **and** writing sample (e.g. press release, article, feature story) by **April 6, 2020**.

Applicants must apply for this position thru <https://policecomplaints.dc.gov/page/office-police-complaints-opc-internship-application-form>.

For more information about OPC and the internship program, please visit <https://policecomplaints.dc.gov/page/internship-program>.