



## GOVERNMENT OF THE DISTRICT OF COLUMBIA OFFICE OF POLICE COMPLAINTS

### Public Affairs Internship Program: Spring, Summer and Fall 2010

The District of Columbia Office of Police Complaints (OPC) is seeking creative and motivated students for its 2010 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 quasi-independent government agency that receives, investigates and resolves complaints from the public alleging police misconduct by officers of the Metropolitan Police Department and the D.C. Housing Authority Police Department. The agency's public affairs interns will assist the public affairs specialist in all aspects of community relations. Individuals having an interest in government-media relations, law enforcement and/or civil rights issues are encouraged to apply. Bilingual skills are a plus.

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

- Developing communication and outreach materials
- Planning and participating in community outreach events
- Establishing media contacts and promoting news coverage of the agency's work
- Drafting news releases, reports and website content
- Responding to D.C. Freedom of Information Act requests

#### **Interested Public Affairs Intern candidates should possess the following:**

- Demonstrated understanding of public relations principles
- Solid communication skills (verbal and written)
- Excellent time management skills
- Strong research skills

#### **Qualifications:**

- Candidate for a bachelor's or master's degree in communications, journalism, public affairs, public relations or related field

There is the possibility that the summer internship may be a paid position. Fall and spring internships are unpaid, but can be done in conjunction with a college course for academic credit.

**Application Deadlines for 2010:** Please submit a cover letter, resume and writing sample by the following date:

Spring	January 11, 2010
Summer	March 15, 2010
Fall	July 9, 2010

#### **All materials may be mailed, faxed or emailed to:**

Stephanie Banks, Administrative Officer  
Public Affairs Internship Program  
Office of Police Complaints  
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Washington, DC 20005  
Email: [Stephanie.Banks@dc.gov](mailto:Stephanie.Banks@dc.gov)  
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