



## Internship Opportunity ACLU Foundation of Arizona Communications & Media Relations Intern

The **American Civil Liberties Union (ACLU) of Arizona** is a statewide, nonprofit, nonpartisan organization dedicated to the principles of liberty and equality embodied in the U.S. and Arizona constitutions. Founded in 1959, the ACLU of Arizona places great emphasis on the role of communications in framing the debate on its issues, building support, and increasing the impact of its work. The ACLU of Arizona invites applications for a Communications & Media Relations Internship that will begin in January 2010.

### **INTERNSHIP OVERVIEW:**

A Communications & Media Relations Internship at the ACLU of Arizona provides students with an opportunity to actively work on journalism-related projects on a wide variety of highly-publicized civil liberties issues, including immigrants' rights, tuition tax credits, separation of church and state, reproductive freedom and racial profiling. The Communications & Media Relations Intern will be supervised by the ACLU of Arizona Executive Director. A commitment of 10 weeks is requested, although the specific length and terms of the internship will be negotiated when an offer is made. This internship is unpaid, with the opportunity to earn school credit. Work will be approximately 10 - 12 hours/week.

### **ROLES & RESPONSIBILITIES:**

The responsibilities of the Communications & Media Relations Intern will include:

- Providing assistance in tracking current events pertinent to the organization's agenda;
- Tracking media coverage of ACLU issues and initiatives;
- Following up with reporters to confirm receipt of press releases;
- Updating media lists and maintaining clip files;
- Drafting various communications materials and preparing materials for staff speaking engagements;
- Updating the ACLU of Arizona's Web site, Facebook pages and commenting on Twitter; and
- Performing other duties integral to the ACLU of Arizona's mission.

### **EXPERIENCE & QUALIFICATIONS:**

- Undergraduate/Graduate students.
- Applicants should have excellent research, writing and communications skills.
- Applicants must have good computer skills and familiarity with the Internet.
- Experience with editing and uploading Web site pages using Dreamweaver.
- Experience adjusting graphics for use in HTML production.
- Demonstration of news gathering and story-telling ability at student publication with writing or video samples of news reports or feature stories about a person or event.
- Ability to work independently.
- An interest in political science, the legislative process, communication/media relations and current events.

### **HOW TO APPLY:**

Applications will be accepted until the position is filled. Applicants should send a cover letter, resume, and a (published) writing sample. **NO E-MAILS PLEASE.** The cover letter should include your availability and your specific interests in civil liberties. Please submit all materials to:

*American Civil Liberties Union of Arizona  
Communications & Media Relations Internship  
Attn: Alessandra Soler Meetze  
P.O. Box 17148  
Phoenix, AZ 85011*

*The ACLU of Arizona is an equal opportunity/affirmative action employer and encourages applications from women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals.*