



Position: Policy Intern
Reports to: Deputy Director
Location: Washington, DC

Summary of Position: The National Juvenile Defender Center (NJDC) is a nonprofit organization dedicated to promoting justice for all children by ensuring excellence in juvenile defense.

The Policy Intern supports a full range of state and federal, local and national policy projects and campaigns, in addition to grant research and writing to fund and expand NJDC's policy initiatives. NJDC is launching major policy activities and events as we gear up for the 50th Anniversary of the *In re Gault* decision that established children's right to defense counsel in juvenile delinquency court.

NJDC is eager to support the development of emerging juvenile defense/juvenile justice professional interested in supporting our mission by providing an opportunity to receive academic credit or public service hours. This is otherwise a non-paid volunteer position.

NJDC is seeking dynamic applicants who believe in NJDC's mission, are eager to learn and willing to work hard to help our team accomplish our goals, and who are seeking an opportunity to support the work of a national organization. The position offers a diverse set of duties including, but not limited to:

Policy (45%)

- Support NJDC's Gault at 50 Campaign
- Policy research, writing, and analysis in juvenile defense/justice
- Collaborate with attorneys and operations staff at NJDC
- Support NJDC's technical assistance to state and federal stakeholders
- Develop and maintain familiarity with NJDC's partners & allies
- Conduct outreach to organizations for policy endorsements and events
- Contribute to NJDC's website and e-newsletter policy content
- Administrative programmatic duties as requested

Fundraising (45%)

- Research foundations and grant opportunities
- Draft grant proposals and policy proposals for funding
- Support Executive Director's preparation for foundation outreach
- Monitor grant deadlines and timelines



Other (10%)

- Attend team meetings, other administrative meetings and events
- Special event planning and execution for policy or fundraising events

Desired Skills & Qualifications

- College Experience
- 1-3 years office experience
- Outstanding interpersonal skills, with a demonstrated ability to engage and cultivate relationships with diverse constituents
- Excellent writing and editing skills, and demonstrated experience creating print and online communications tools
- Experience or demonstrated willingness to learn grant research and writing
- Knowledge or willingness to learn juvenile defense and juvenile justice issues
- Ability to manage timelines effectively
- Exercise good judgment, discretion, and confidentiality of sensitive information relating to organization's mission and operations
- Works creatively and flexibly in a team environment
- Occasional evening or weekend work requested
- This is an office-based internship position, telecommuting is not available

Application Instructions:

Interested candidates should email inquiries@njdc.info, with **Policy Intern in the subject line**, and attach the following:

1. Cover Letter
2. Resume
3. Writing Sample

Incomplete applications will not be considered. Applications will be accepted until the internship is filled.

NJDC is an equal employment opportunity employer and will comply with all applicable laws prohibiting discrimination based on race, color, religion, national origin or ancestry, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status or family responsibilities, physical or mental disability, genetic information, veteran status, matriculation or political affiliation, and any other basis protected by federal, state, or local laws.