



Intern Job Description – Summer Policy Intern

Program Goal

The Internship Program at Citizens for Community Values (CCV) provides students the opportunity to gain first-hand experience in nonprofit government relations and participate in the daily operations of a policy organization. Students will work closely with the policy team to become familiar with the intricacies of the Ohio legislative and electoral process and the philosophy behind and methodology of implementing pro-family public policies.

Terms of the Program

Internships require 15-25 hours each week and typically last three to four months. Daytime availability is a must. The CCV office is located in downtown Columbus. College credit is available, but the intern is responsible for making the appropriate arrangement with his or her college. Internships do not include compensation.

Internship Duties

The intern works primarily in public policy, communications, and research at CCV. The intern's primary duties during the election season is helping in the creation of CCV's Voter Guide. This involves working with political campaigns, research candidates, creating promotional materials, and other duties.

During the legislative session, the intern will monitor bills as they move through the legislative process, attend committee hearings, assist with policy-related projects, and complete research projects as assigned. Interns will also be responsible for monitoring local and national media for coverage on CCV's issues of life, marriage and family, religious liberty, and judicial reform.

Essential Skills and Qualifications

CCV is looking for students who have a passion for family policy issues, are able to thrive in a fast-paced work environment, and possess a do-what-it-takes attitude. Self-determination, creativity, and resourcefulness are highly valued at CCV.

Applicants must:

- Be enrolled in college either at the undergraduate or graduate level.
- Exhibit computer competency in Excel, Word, Outlook, and web-based research.
- Have strong written and oral skills.
- Have access to transportation.
- Agree with CCV's Statement of Faith and Core Issues.

To apply, email your resume, a writing sample, a college transcript, and the name, position and contact information for two references to robinburress@ccv.org and put "Intern Application" in the subject line.