



## Minnesota Justice Research Center

### Communications Intern Description

**Role:** MNJRC Communications Intern

**Position Type:** Part-time, hourly (~5 hours per week)

**Compensation:** Volunteer/unpaid

**Supervised By:** Associate Director

### Organization Overview

The [Minnesota Justice Research Center \(MNJRC\)](#) is a nonpartisan, nonprofit organization dedicated to driving meaningful change to Minnesota's criminal legal system through rigorous and community-centered research, education, and policy development. The MNJRC centers our work around exploring values - like humane and fair treatment for all, safety, wellbeing, and trust - and provides our community and policy-makers with information and tools needed to create a criminal legal system that truly delivers justice.

### Communications Internship Overview

MNJRC is seeking a Communications Intern to support our communications activities. Our current communications platforms include a website, regular e-newsletter, blog, YouTube page, and Facebook and X (formerly known as Twitter) accounts. In addition to supporting these platforms, a Communications Intern could support expanding our social media coverage, draft press releases, review reports and educational materials, and design digital flyers as interest and skills inform. *This is a flexible position with the final internship parameters to be designed together based on the candidate's interests and availability.*

### Possible Responsibilities

- Update the website as needed (Wix platform)
- Prepare videos for public viewing on YouTube (thumbnails, video descriptions, etc)
- Draft regular e-newsletters (Wix platform)
- Lead social media coverage with the goal of growing the MNJRC's following, This could include expanding our presence onto new platforms
- Draft basic external communications, including regular e-newsletters and press releases
- Design support, including digital flyers for events and social media (Canva platform)
- May support other organization-wide tasks including policy and education work and administrative tasks as needed



### **Required Expectations**

- Reliable computer access and internet - a significant portion of the work is virtual
- Willingness to travel to meet in-person as necessary - we require *flexibility* and a willingness to be in community to conduct our work when possible!
- Deep attention to detail and strong organization skills
- Excellent interpersonal skills; ability to work with a diverse clientele
- Ability to work as part of a team in a dynamic environment - ready for disagreement and tension
- A self-starter mentality while also able to report to, clearly communicate with, and respond to team
- Skills and experience with Wix, Canva, Facebook, X, YouTube a plus!

### **HOW TO APPLY**

Please send a brief (1-2 page) cover letter and resume all in one document (PDF preferred) to [info@mnjrc.org](mailto:info@mnjrc.org). Please highlight clearly how your qualifications and experiences align with those listed above and interest in the work. We will accept applications as needed on a rolling basis.