



Minnesota Justice Research Center

2025 Summer Communications Intern Description

Role: MNJRC Communications Intern

Position Type: Part-time, hourly (5-10 hours per week) for Summer 2025

Compensation: Unpaid and eligible for credit

Supervised By: Communications Manager

Dates: June-September 2025

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. The intern would assist in managing our communications platforms including a website, regular e-newsletter, blog, and social media channels. Depending on their interests and skills, the Communications Intern could also support press relations, evaluate engagement analytics, create educational materials, or aid in community story collection. *This is a hybrid, flexible position with the final internship parameters to be designed together based on the candidate's interests and availability.*

Learning Objectives

- Build foundational understanding of nonprofit communications strategy
- Develop skills in content creation (social media, graphics, blogs, and newsletters)
- Learn to translate complex ideas into accessible content
- Explore personal interests and create communications portfolio
- Contribute to meaningful work in criminal legal system transformation

Capstone Blog Post

At the end of the internship, we ask the intern to write a reflective blog post highlighting what they've learned and contributed during their time with us.



Possible Responsibilities

- Update the website as needed (Wix platform)
- Draft basic external communications including regular e-newsletters and social media captions
- Support social media coverage with the goal of growing MNJRC's following
- Support intentional collection of community stories at events
- Design digital event flyers, research one-pagers, and social media graphics (Canva)
- May support other organization-wide tasks including policy and education work and administrative tasks as needed

Qualifications

- Reliable computer access and internet - a significant portion of the work is virtual
- Willingness to travel to meet in-person once or twice a week - 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 including justice-impacted community members
- Ability to work as part of a team in a dynamic environment
- A self-starter mentality while also able to report to, clearly communicate with, and respond to team
- Skills and experience with Wix, Canva, and various social media platforms a plus!

HOW TO APPLY

Please send a brief (1-page) cover letter and resume all in one document (PDF preferred) to 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 until May 15th, 2025.