



NATIONAL POLICE FOUNDATION

Advancing Policing Through Innovation and Science

JOIN OUR TEAM AT THE NATIONAL POLICE FOUNDATION 2021 INTERNSHIP JOB DESCRIPTIONS SEVERAL INTERNSHIP POSITIONS AVAILABLE

ABOUT THE NATIONAL POLICE FOUNDATION

The National Police Foundation (NPF) is national non-profit, non-partisan organization that, consistent with its commitment to improve policing, has been on the cutting edge of police innovation for 50 years. The National Police Foundation's work is informed by available evidence to increase public safety and strengthen communities. The professional staff at the National Police Foundation work closely with law enforcement, judges, prosecutors, defense attorneys, and victim advocates to develop research, comprehensive reports, policy briefs, model policies, and innovative programs that will continue to support the work of law enforcement personnel. The National Police Foundation conducts innovative research and provides on-the-ground technical assistance to police and sheriff's departments as well as engages practitioners from multiple systems (corrections, mental health, housing, etc.), and local, state, and federal jurisdictions as it relates to police research, policy, and practice.

OUR MISSION, OUR VISION, OUR CORE VALUES

NPF's Mission and Vision

The National Police Foundation was established in 1970 as a non-partisan, non-profit, and non-membership organization dedicated to advancing policing through innovation and scientific research.

At NPF, we envision a world where police and communities work together to leverage research and data to co-produce safe, healthy, economically thriving, and mutually trusting communities.

NPF's Core Values

- T** Transparent, trusting, and trustworthy;
- R** Reliable, respectful, diverse, and inclusive, where all are treated with equity and dignity;
- U** Unified and collaborative in pursuit of our shared goals and objectives; and focused on
- E** Excellence, timeliness, quality, and continuous improvement in our work and our actions.



INTERNSHIP DUTIES AND RESPONSIBILITIES

Interns will work on a variety of projects and programs to include research assistance, support for training and technical assistance efforts, and support for the agency's communications, marketing, and resource development efforts. Internships are flexible and can be structured around a student's course schedule. Interns must work a minimum of 15 hours per week. Below are several areas of focus for the internship program.

Criminal Justice, Political Science, and Social Science Majors or related fields

- Research information, using online academic databases or other publications.
- Proofread, edit, and check documents.
- Support ongoing projects and staff that are engaged in our programmatic work.
- Assist with data collection and designing charts, graphs and tables.
- Assist with logistics for meetings, off-site work, site-visits, and related events.
- Support the planning of project meetings and presentations by assisting with developing agendas and providing support for staff and researchers.
- Assist with the development of written products including policy briefs, research memos, and presentations.
- Limited copying and/or filing.
- Attend panel discussions, symposia, and other meetings.

Communications, Public Relations, Journalism, Marketing, and Business Development Majors or related fields

Communications/PR Tasks

- Create social media content.
- Monitor the news for coverage related to NPF and policing.
- Perform content management & curation.
- Assist in proposing and reviewing blogs for agency's OnPolicing series.
- Assist with monthly email newsletter.
- Assist with drafting and disseminating press releases.
- Demonstrate knowledge of Google Analytics and other digital monitoring tools to measure campaign performance.

Resource Development and Marketing Tasks

- Assist with proposal coordination and grant management
- Assist with development of strategic content for the organization (includes publications, website, talking points, etc.).
- Copy edit reports and publications.
- Support project management tasks including donor stewardship follow up
- Assist with drafting reports and content for external agencies.
- Aid in the implementation of development and marketing/fundraising campaigns, and other activities.
- Collaborate with other divisions to cultivate content for externally funded projects.
- Research corporate entities and fill in business development action plans.
- Participate in numerous internal and external business meetings to gain organizational knowledge, while assisting with strategy development and note taking.

Business Majors

- Analyze financial and marketing data
- Understand financial and marketing trends and identify opportunities for improvement
- Update agency vendor information

SKILLS AND ABILITIES

- Possess a commitment to advancing the National Police Foundation values, mission, goals and programs, with an understanding of a range of criminal justice issues and their implications.
- Exhibit excellent research, writing, and editing skills and an analytical mind.
- Manage multiple projects simultaneously.
- Contain excellent verbal and written communication skills.
- Be a strong team player with excellent interpersonal skills who will work with a range of staff, including data-driven researchers.
- Display demonstrated experience in MS Office products.
- Exhibit attention to detail.
- Display excellent interpersonal skills, including maturity and the ability to work independently and in a team setting.

Additional Skills and Abilities for Communications and Public Relations Work:

- Exhibit proficiency in all social media platforms (Twitter, Instagram, Facebook, and LinkedIn).
- Have familiarity with press release format.
- Possess experience with writing blogs.
- Have experience using Google Analytics.
- Desired experience using Mailchimp for email marketing campaigns.
- Desired experience working in Adobe Premiere, iMovie, or mobile phone applications for video creating/editing (i.e., Filmora).
- Desired experience in graphic design/photography (Adobe InDesign, Photoshop).

Additional Skills and Abilities for Resource Development and Marketing Tasks

- Experience in writing & editing in APA or similar style.
- Experience with Microsoft Office programs including Outlook, Word, Excel, PowerPoint, Tasks, or Teams.
- Familiarity with Adobe InDesign products is a plus.
- Proficiency in Zoom.
- Familiarity with Box.com a plus.
- Curiosity to learn as much as possible.



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EDUCATIONAL REQUIREMENTS

Applicants must have at least a cumulative GPA of 3.0 (on a 4.0 scale). Furthermore, applicants must be current students and/or have been accepted to enter an advanced degree program (within the next year). Non-degree seeking students are ineligible.

For the Communications, Public Relations, Journalism, Marketing, and Business Development majors, applicant must at least have a junior or senior standing.

SUBMISSION INFORMATION

Position and Salary: This is a non-paid internship. For academic credit only.

Deadline: Please submit your application package no later than April 15, 2021. Must agree to a background investigation. Must be authorized to work in the United States.

Application Instructions: Interested individuals should submit the following to careers@policefoundation.org.*

1. Resumé with cover letter
2. 3-5-page Writing Sample or excerpt of a recent research paper
3. 2 letters of recommendation
4. Proof of academic credit (If applying through a formal internship program or sponsor, these requirements may be satisfied through other means; please check with your program contact to confirm.

The National Police Foundation is an Equal Employment Opportunity Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected Veteran status, age, or any other characteristic protected by law.