



Communications/Public Education Intern or Volunteer

The American Civil Liberties Union of Tennessee (ACLU-TN) is the state's guardian of freedom. We work in the courts, at the legislature and in communities statewide to promote and protect the individual rights guaranteed by the Constitution.

ACLU-TN's Communications Program spearheads the organization's public education work and oversees organizational communications. The program works with the media, launches multimedia advocacy campaigns, drafts and publishes reports and program materials, manages the organization's website and other online communications, including the e-alert network and social media outlets, and keeps ACLU-TN members and supporters apprised of ACLU-TN's work.

The communications/public education intern or volunteer's primary responsibility will be to work with ACLU-TN's Communications Department on a variety of projects.

Possible projects include:

- Support public education campaigns and events
- Assist with organization and distribution of public education materials
- Support media efforts
- Assist with social media
- Create, design and write content for posters, flyers, website, newsletters, etc. as needed
- Work on special projects
- Other duties determined by the needs of the Communications Department

Desired Experience and Qualifications:

This internship is open to students who are currently enrolled in high school or the equivalent, and who possess the following:

- Interest in and commitment to civil liberties and civil rights
- Excellent research, writing and communications skills
- Proficiency in Microsoft Office Suite and web-based research
- Ability to tackle tasks with minimal supervision
- Sense of humor

How to apply:

Please send a letter of interest, a resume, and a list of contact info for three references to applications@aclu-tn.org, referencing **[Communications/Public Education Intern or Volunteer (HS)]** in the subject line, or send by mail to:

ACLU of Tennessee
RE: Communications Intern/Volunteer (HS)
P.O. Box 120160
Nashville, TN 37212

Volunteers and interns are integral to the work of the communications team. Volunteers come into the office for four to six hours per week on an ongoing basis. Interns come into the office eight or more hours per week for a semester. The availability of internships and volunteer positions varies semester to semester. **Please indicate in your cover letter where you learned of this opportunity and whether you are interested in a volunteer or intern position.**

Students are encouraged to submit applications as early as possible, as decisions for fall, spring and summer semesters are made on a rolling basis.

Founded in 1968, ACLU-TN is a private, not-for-profit, nonpartisan organization with over 3,000 members and supporters across the state. We pursue our mission through advocacy, legislative lobbying, litigation and public education.