



Washington, DC—Media & Journalism Internship

CAAB – Capital Area Asset Builders - has served the national capital region’s low- and moderate-income earners since 1996. CAAB works for economic inclusion—narrowing the income and wealth gap in a rapidly growing economy.

One of CAAB’s primary projects, the DC Earned Income Tax Credit (DC EITC) Campaign, is seeking a Media & Journalism Intern to help highlight the organization’s dramatic impact on the lives of low-income DC residents.

The DC EITC Campaign is a Volunteer Income Tax Assistance (VITA) program that mobilizes more than 500 volunteers each year at free tax sites across the Greater DC area. Last year, Campaign volunteers helped return over \$9 million in tax credits and refunds to hard-working, low-income District residents, while connecting many of those taxpayers with financial education programs, savings accounts, and other free financial resources.

The Media & Journalism Intern can expect to be an integral part of the DC EITC Campaign’s efforts, with responsibilities including:

- Documenting inspiring client stories at DC EITC Campaign tax sites
- Creating brief documentary videos for the Campaign’s website, marketing materials, and fundraising efforts highlighting the dramatic impact of the Campaign on low-income taxpayers’ lives
- Interviewing volunteers about their experiences at Campaign tax sites
- Preparing volunteer profiles for the website, volunteer recruitment materials, and fundraising efforts
- Coordinating volunteers to collect additional client and volunteer stories
- Assisting in the creation of a “client speaker database”- a list of Campaign clients willing to be interviewed for future publications, news media, etc
- Drafting articles about the Campaign for local blogs and other media
- Documenting client stories for other CAAB programs
- Other projects and duties as necessary

Qualifications & Skills:

- Previous journalism, interviewing, and/or documentary experience or coursework
- Superior verbal and written communication skills
- Organizational skills necessary for overseeing a small number of volunteers who will be assisting in collecting client and volunteer stories
- Video editing experience (recommended)
- Friendly, engaging demeanor
- Desire to travel to new areas and work with local community members
- Willingness to work evening and/or weekend hours at least once a week

This is an unpaid internship. Students who require financial assistance may wish to contact their financial aid office or career center to determine if they qualify for applicable financial support. Housing is not provided, but information can be furnished outlining potential housing opportunities within the Washington, DC area.

Travel costs associated with work at tax sites will be covered by CAAB.

Length of internship:

Specific start and end dates are flexible, but interns must be available to work for no less than 3 months during the spring.

Part-time (20 hrs/week) and full-time (40 hrs/week) commitments are possible. CAAB's hours are 9 a.m. to 6 p.m., Monday thru Friday. However, specific hours are flexible, and the Media & Journalism Intern will be expected to travel to tax sites (evenings and weekends) at least once per week.

To apply, please submit the following:

- A cover letter that expresses your interest in working at CAAB, as well as the dates you will be available
- A current resume
- A short portfolio of written work and/or sample documentary piece(s)
- Two references (letters of recommendation are not necessary)

Applications for this spring internship will be considered on a rolling basis until January 10, or until position is filled.

No Phone Calls Please!

Applicants should send materials to Devin Thompson:

dthompson@caab.org