

Summer Education Internship

About National Council For Adoption

Passionately committed to the belief that every child deserves to thrive in a nurturing, permanent family, National Council For Adoption's mission is to meet the diverse needs of children, birth parents, adopted individuals, adoptive families, and all those touched by adoption through global advocacy, education, research, legislative action, and collaboration.

About the Internship

The education intern works with the Adoption Education Manager and Acting CEO/President to support education efforts related to NCFA's continuing education offerings, written publications and training products. This unique summer internship experience will provide an opportunity for an intern to support and attend NCFA's National Adoption Conference. This annual event offers continuing education and high-caliber training to professionals from the adoption, social work, and child welfare communities.

Our ideal candidate is a strong written and verbal communicator, detail-oriented and enjoys organizing information. Knowledge of and interest in adoption, and the related education provided to professionals, adoptive families, birth parents and/or adopted individuals is preferred. Also preferred are a familiarity with accessing peer-reviewed journals and academic sources, and a comfort level utilizing Microsoft Office suite. Undergraduate or graduate students with an interest social work and child welfare are encouraged to apply.

Key Responsibilities

- Travel to Indianapolis, Indiana with NCFA staff team to provide in-person coordination and support for NCFA's annual National Adoption Conference, **June 15-17, 2022**.
**Please note that this is a requirement of this particular internship.*
- Assist with the coordination of educational content and speaker communication and overall conference preparation.
- Assist with writing and distributing bi-monthly publications and online articles on educational topics related to adoption.
- Assist with updating NCFA's longstanding training products and offerings.
- Drafting, reviewing and editing internal and external documents related to educational topics.
- Assist with maintaining and reviewing NCFA's learning management system.
- Other special events assistance as needed.

NCFA's office is located in Alexandria, VA, just outside Washington D.C. Normal office hours are 9am-5:30pm Monday through Friday, and interns have the option to work full-time or part-time. NCFA interns are eligible to obtain school credit where applicable, and to develop a portfolio of work product. While NCFA internships are unpaid, we offer a travel stipend to cover the cost of your commute. Travel and hotel costs related to the conference are also covered.