

**Job Title:** NPCJI Intern (20-30 hours per week)

**Location:** National Press Club, Washington, D.C. (four days in office)

**Duration:** Summer 2026 (Flexible start and end dates)

**Compensation:** \$20/hour

**About the National Press Club Journalism Institute:** As the nonprofit (501c3) affiliate of the National Press Club, the Institute is dedicated to supporting and elevating the field of journalism through training, education, and professional development. We are committed to providing journalists with the tools and skills they need to navigate an ever-changing media landscape. As an intern with the Institute, you will have the opportunity to gain hands-on experience in reporting, writing, interviewing, and supporting journalistic training programs for a national audience.

**Position Summary:** NPCJI interns support the Institute through reporting, interviewing professional journalists and media industry leaders, and assisting with the production of training content and resources. The ideal candidate will have a strong interest in journalism, excellent writing and communication skills, and a passion for learning from experienced reporters and media professionals. Interns will pitch and complete an original project that will contribute to the Institute's broader goal of supporting journalism in the public interest.

### **Core Responsibilities:**

- **Reporting and Writing**
  - Research and report on relevant stories related to the journalism industry, media trends, and press club events.
  - Write articles, blog posts, and other content for the Institute's publications and website.
  - Assist with drafting and editing content for newsletters, press releases, and social media channels.
  
- **Interviewing Professional Journalists**
  - Conduct interviews with journalists, reporters, editors, and media professionals about their work, experiences, and insights into the changing media landscape.
  - Develop compelling profiles, features, and audio/video content based on interviews and research.
  
- **Assisting with Training and Educational Programs**
  - Help in the production of training materials, webinars, and workshops designed for journalists.
  - Support event logistics for training sessions and industry panels.



- Provide research and administrative assistance for training curriculum development.
- **Social Media and Outreach**
  - Assist with social media efforts to promote the Institute's work and engage with the journalism community.
  - Help manage the Institute's digital presence by contributing to online content and promoting upcoming events or initiatives.

**Qualifications:**

- College junior or senior pursuing a degree in journalism, communications, or a related field. Graduating seniors will be considered.
- Candidates must be living in or near Washington, D.C. and secure their own housing.
- Strong interest in journalism, media, and storytelling.
- Excellent written and verbal communication skills.
- Ability to work independently and as part of a team.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with social media platforms and Canva.
- Knowledge of AP style, with an interest in developing writing and reporting skills.
- Previous internship or writing experience in journalism, media, or communications is a plus.

**Preferred Skills:**

- Familiarity with audio or video editing tools.
- Experience with content management systems (CMS) or website management.
- Strong organizational skills and attention to detail.
- A proactive attitude with the ability to handle multiple tasks and meet deadlines.

**How to apply:** Interested candidates should submit a resume, a cover letter outlining their journalism or communication experience and interest in the National Press Club Journalism Institute, and up to three work samples (ie: news articles, interviews, reports, class projects) [using this form](#).

**Deadline for applications:** Applications will be reviewed on a rolling basis through 11:59 p.m. ET, Sunday, April 12, 2026.

*Please note that only the materials you submit will be considered in the selection process. We discourage you from emailing Institute staff or affiliated individuals.*