



Safe Children, Stable Families, Supportive Communities

INTERNSHIP OPPORTUNITIES AT PCSAO

The Public Children Services Association of Ohio (PCSAO) offers internship opportunities throughout the year. We are a nonprofit membership association of Ohio's county children services agencies, located in downtown Columbus with a focus on member services, public policy and advocacy. PCSAO values the dedicated time of interns and commits to providing a learning environment focused on public policy, governmental relations, communications, and member services.

While we prefer master's degree candidates in public policy, public affairs, social work (supervision can be provided), or communications, undergraduate students are welcome to apply.

PCSAO internships are unpaid, but a parking stipend and honorarium are provided. Intern tasks typically include:

- Research issues impacting children services, child safety, and family stability
- Organize and analyze data within Excel spreadsheets
- Help prepare legislative and policy updates and background materials for various settings and audiences
- Prepare for various committee and ad hoc meetings; produce meeting minutes
- Help with event planning, including statewide conference and membership meetings
- Edit and design weekly e-newsletter

The ideal candidate will have the following skills:

- Experience using Microsoft Office (Word, Excel, PowerPoint, Publisher, etc.)
- Excellent research, writing and communication skills
- Ability to work collaboratively with a team in a busy, supportive environment
- Familiarity with/interest in children services preferred but not required

Hours and available dates:

- Interested candidates should commit to at least 16 hours per week, during PCSAO business hours
- Summer internships typically run May-August
- Fall internships typically run August-December
- Spring internships typically run January-April

To apply: Send a cover letter, resume and writing sample to Mary Wachtel at mary@pcsao.org with the subject line "PCSAO internship inquiry."