POSITION  Case Analysis Division Intern

DEPARTMENT  Records & Access Unit – Case Analysis Division

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist the Case Analysis Unit Analysts by updating information in the Attempted Abductions database
- Review and compare incoming Not-In-File leads on possible missing children to NCMEC cases; prepare supplemental notes to lead information; and communicate professionally with Analysts and Case Managers regarding lead information
- Support the Child Sex Trafficking Team (CSTT) with various projects involving victims of child prostitution and the Innocence Lost Initiative
- Update missing child cases with endangerments and Internet activity
- Assist the Sex Offender Tracking Team (SOTT) in their efforts to update data associated with noncompliant sex offenders
- Attend various on-site meetings, training seminars and presentations

SKILLS, KNOWLEDGE, AND ABILITIES

- Completed two (2) years of college with a concentration in Criminal Justice, Sociology or related field
- Minimum grade point average of 3.0 on a 4-point scale
- Ability to use discretion while working with confidential information
- Excellent organizational skills, report writing, and time management skills
- Ability to work independently

SALARY

Although internships are unpaid positions, each intern will have the opportunity to acquire knowledge and hands-on experience in the position of his/her choosing and will receive academic credit through an approved program at his/her college or as a volunteer

HOURS

The Case Analysis Intern is required to work a minimum of 24 hours per week, between 8:00 A.M. and 5:00 P.M., Monday through Friday, during Fall, Spring, or Summer semesters. Interns will be excused to attend internship program functions and for academic holidays or vacations.

TO APPLY

Please send an application, resume, and cover letter via E-mail to interns@ncmec.org; facsimile to the Internship Coordinator at 703-224-2122; or mail to the National Center for Missing & Exploited Children, Attn: Internship Coordinator, 699 Prince Street, Alexandria, VA 22314-3175. EOE.