



The National Center for Missing & Exploited Children

Internship Application Process Summary

The National Center for Missing & Exploited Children, (NCMEC), is a private, (501)(c)(3) nonprofit organization which was created in 1984. The mission of the organization is to serve as the nation's resource on the issues of missing and sexually exploited children. The organization provides information and resources to parents, law enforcement, children, and other professionals.

Thank you for your interest in becoming an Intern at the National Center for Missing & Exploited Children (NCMEC). Interns contribute substantially to the work of NCMEC, and NCMEC's staff work closely with Interns to make the experience as rewarding as possible.

NCMEC's staff is composed of dedicated professionals with many years of experience in relevant areas. As the workload of NCMEC continues to grow and resources are continually being stretched, the contributions of Interns are extremely important. NCMEC Interns who share the same belief in our goals help to make the success stories happen.

Your interest in NCMEC is very much appreciated, and we look forward to helping you find a rewarding and fulfilling experience if the fit is right.

Where Could I Fit In?

There are a variety of Internship positions for undergraduate and graduate students. A complete, detailed listing of available positions is accessible on our web site at www.missingkids.org.

What are the Requirements to Intern at NCMEC?

The nature of NCMEC's activities require that Interns:

- be able to work at NCMEC's headquarters located at 699 Prince Street, Alexandria, Virginia 22314 or at one of our branch offices
- work during normal business hours (Monday through Friday, 9am to 5pm)
- be available for between eight (8) and 12 weeks, at minimum, 15 hours per week, during the Fall, Spring, or Summer semesters
- undergo initial and periodic background checks including fingerprinting
- have completed at least two years of undergraduate studies (or working toward a Master's or Juris Doctorate degree, depending on position)
- have a minimum cumulative GPA of 2.5 on a 4-point scale or better (depending on the position)



Application Deadlines

Applications must be received by the application deadline; July 1 for Fall semester, November 1 for Spring semester, and March 1 for Summer semester.

How Do I Apply?

Prior to or by the appropriate deadline date, fully complete the application process online. Be sure to upload a copy of your current résumé, a Statement of Purpose (in the attachment option called “other”), and a copy of your unofficial transcript. If you’re currently enrolled in a Master’s or Law School Program and/or recently graduated with your Master’s or Law Degree, be sure to include the transcripts from both undergraduate and post undergraduate levels of education.

What about housing and transportation?

NCMEC does not provide housing for interns nor do we provide a stipend to cover living expenses. NCMEC does, however, reimburse for public transportation costs associated with commuting to and from work or daily parking fees for days worked.

What’s next?

You will receive an email confirmation confirming the receipt of your online application. The selection process typically takes six (6) weeks from the deadline date (or closest business day to the deadline after the deadline date if the deadline date falls on a weekend). Applications are submitted to appropriate managers on the deadline date or first business day thereafter. Throughout the selection process, periodic status check-ins are provided to applicants in order to provide a frame of reference as to where their individual application stands in the process.

Should you need additional information, please visit our website at www.missingkids.org (found by following the “Who We Are” tab, “Join Our Team” link, “Internship Opportunities” section), or contact the Internship Coordinator at the National Center for Missing & Exploited Children at 1-877-446-2632.