



## NATIONAL LAW ENFORCEMENT OFFICERS MEMORIAL FUND

MEMORIAL | MUSEUM | OFFICER SAFETY & WELLNESS

### National Law Enforcement Officers Memorial Fund Job Description

**Position:** Intern  
**Reports to:** Chief Executive Officer and/or Museum Executive Director

The NLEOMF Internship program is designed to provide students from all academic backgrounds an education opportunity to give practical and real-life experience and career development in the museum setting. The internship will provide benefits to the museum and provide valuable hands-on training, real life experience and mentoring opportunities to the Intern.

#### The Organization:

Headquartered in the nation's capital, NLEOMF is dedicated to inspiring all citizens to value law enforcement and the vital role it plays in society. NLEOMF maintains the National Law Enforcement Officers Memorial – the nation's monument to law enforcement officers killed in the line of duty – and oversees the largest, most comprehensive database of line-of-duty officer deaths. More recently, NLEOMF developed, built, and in 2018, opened the National Law Enforcement Museum, adjacent to the Memorial in Washington, DC, to visually elevate and advance the stories of American law enforcement through changing exhibitions, collections, research, and education.

#### NLEOMF advances its work through the following programs and services:

- Oversight of the National Law Enforcement Officers Memorial in cooperation with the National Park Service;
- Operations and programming for the National Law Enforcement Memorial and Museum, strengthening the relationships between law enforcement officers and the communities they serve, and advancing the safety and wellness of law enforcement;
- Active ongoing research related to officer fatality trends and key issues, serving as the designated national clearinghouse for information about law enforcement line of duty fatalities;
- Functioning as the principal organizer of National Police Week and the 5K Run for the Badge and formally engraving the names of fallen officers on the Memorial for a dedication during the annual Candlelight Vigil, along with a host of other ceremonies and events at both the Memorial and Museum.

Incorporated in 1984 as a non-profit tax-exempt 501(c) (3) organization, NLEOMF has a staff of nearly 50 employees including those at the Memorial and the Museum and is governed by a 24-person Board of Directors. NLEOMF's annual budget is \$22M, the majority of which is comprised of public and private contributions, supplemented by program revenue, government grants, and investment income. For more information, please visit <https://nleomf.org>.

## Key Responsibilities

### Intern responsibilities include:

- Interns can increase productivity helping full-time staff with overburdened side projects freeing up time to accomplish creative or high-level tasks.
- Interns can bring a fresh perspective to the status quo.
- Interns can increase visibility to our mission and organization on college campuses.
- Possibility of creating a pipeline for future employees.
- An internship program creates a public relations tool that may result in community support of NLEOMF.
- An intern may provide cutting edge techniques and technology. Interns learn from us, and we can learn from them.
- NLEOMF can foster leadership skills and mentoring can make the intern more accountable and someday become an effective leader.
- Social Media outreach can be enhanced as most college students are social media savvy and they are informed about current events, pop culture and the latest social media trends.
- Learn to develop and implement interpretive museum content.
- Educate and Teach

### Departments accepting interns:

- Curatorial
- Collections
- Education
- Public Programs
- Retail Operations

### Students studying the following fields are encouraged to apply:

- Museum Studies or related degrees
- Public History
- Criminal Justice
- Marketing
- Communications

### To apply for this position, contact:

Rob Ballou [rballou@nleomf.org](mailto:rballou@nleomf.org)

*Finance and Human Resource Manager*

Applicants can view this position and others on the Employment section of [NLEOMF.org](http://NLEOMF.org)

<https://nleomf.org/about/employment-and-internships/>