



We the People Editorial Intern Position Description

Overview:

The Center for Civic Education is among the nation's leading civic and constitutional education organizations. For over 60 years, the Center has provided a civic and constitutional education to millions of people both domestically and abroad, seeking to create an enlightened citizenry through active learning programming grounded in history and civics fundamentals. Our programs and initiatives increase an understanding of the principles, values, institutions, and history of constitutional democracy among teachers, students, and the general public. The Center is pursuing an ambitious path of visionary expansion to advance the entire civic and constitutional education field in this critical moment and the decades to come.

Job Summary:

Reporting to the Manager of Civic Learning and Curriculum, the We the People Editorial Intern will work with the Center for Civic Education's staff to assist with publishing tasks related to the Center's *We the People: The Citizen & the Constitution* textbooks and the accompanying Civic Learning Center website. This role requires a good grasp of the fundamentals of the U.S. Constitution and American government, attention to detail, and strong research and writing abilities.

Key Responsibilities

Publishing Support

- Perform an analysis of the images used in the new edition of *We the People: The Citizen & the Constitution*.
- Under direction, finalize graphic organizers that support the textbook.
- Proofread and fact-check the teacher's edition for *We the People: The Citizen & the Constitution*.

Civic Learning Center

- Create and maintain Airtable records.
- Input links and data.
- Research and recommend additional internal and external content.
- Review the entire Civic Learning Center before launch to ensure accuracy, functionality, appropriateness, completeness, and proper spelling, punctuation, and grammar.

Capstone Project

- Perform a competitive analysis of other publishers' online resource centers and digital content.
- Make recommendations based on this analysis.
- Create a written report summarizing the findings.

Required Qualifications

- Must be a graduating high school senior, a college or university student, or an active-duty U.S. military member.
- Current or former participant in the We the People: The Citizen and the Constitution program.

Preferred Qualifications

- College or university major in political science, history, pre-law, communications, or journalism.
- Interest in civic education, political science, history, law, publishing, communications, or journalism.



Skills and Competencies

- Exceptional written and verbal communication skills.
- Strategic thinking with a creative, mission-driven approach.
- Ability to synthesize data from multiple sources and make recommendations.
- Proven ability to work as a key contributing member of cross-functional teams.
- Basic proficiency in spreadsheets or databases.
- Ability to perform research using web-based tools.
- Knowledge of the U.S. Constitution and American government.
- Commitment to civic education and democratic values.
- Commitment to the Center's nonpartisan values and educational mission.

Terms of Employment:

This is a part-time, paid internship. This role is remote and requires collaboration with colleagues in Maryland and California. The position requires occasional meetings during normal working hours in Maryland and California. The Center for Civic Education is an at-will employer. This means that either the Center or the employee may terminate employment at any time, with or without cause or prior notice. This status cannot be changed except in writing signed by the President.

The Center for Civic Education is proud to be an Equal Opportunity and Affirmative Action Employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth or related medical conditions), sexual orientation, sexual expression, age, status as a protected veteran, status as an individual with a disability, or any other legally protected characteristics.

Salary and Duration:

The starting salary for this position is \$18 per hour. The position requires the We the People Editorial Intern to work 10 hours per week for 12 weeks. The anticipated start date for this position is on or before June 15, 2026.

To Apply: For consideration, please visit our [application form](#) to submit these documents by April 6, 2026:

- Cover letter
- Resume or CV
- 60-second video describing your commitment to one or more of the following concepts:
 - (1) the principles in the U.S. Constitution,
 - (2) civic engagement, or
 - (3) civic education.