



Fall 2019 Project Internship at Convergence

Description

Convergence Center for Policy Resolution seeks an intern to work on supporting multiple project topics including housing affordability, elections and voting, economic mobility, and a range of other subjects.

We are specifically seeking individuals with an interest in, knowledge of, and possibly experience with the issues listed above and/or the ability to conduct research, write short explanatory memos, and support administrative and logistical tasks related to these topics.

This intern will support the project team with the “assessment” phase of Convergence’s potential new projects to help us determine whether or not we will pursue a full dialogue or some targeted efforts. The position will also support work with the Bipartisan Working Group on Capitol Hill.

The project intern should expect to:

- Conduct background research on people, funders and issues. Write short memos summarizing key themes from policy reports, finding people the team should interview to learn about a project, and helping the team prepare for small group discussions.
- Assist in preparing for discussions and interviews with leading experts in the field by providing background information.

- Assist in planning meetings on Capitol Hill and locating experts on various topics to support the Bipartisan Working Group. Assist in planning future activities to implement cross-sector recommendations of stakeholder group. This may include actions by a range of cross-sector leaders from business, higher education, non-profit, and policy worlds.
- Provide administrative support, and work on organizational communications. Take notes on calls, record all contacts, and learn to use organizational shared drive and database to save information in a consistent fashion.
- Take part in weekly staff meetings, and fully participate in the events and trainings offered through Convergence's Internship Program.

The experience at Convergence will:

- Provide exposure to issues like housing, elections, and economic opportunity, among others
- Provide exposure to policy making processes on state and federal levels.
- Provide experience in coordinating meetings with stakeholders.
- Provide the opportunity to attend roundtable discussions and meetings to listen and learn.
- Cultivate a deeper awareness of self, skills, and interests.
- Educate about the process of consensus building.

We welcome applicants who:

- Are currently enrolled in a variety of education and training pathways beyond undergraduate education, those who are working part-time, and upper-class students, if pursuing an undergraduate education.

- Are able to commit to at least 20 hours per week.
- Possess strong administrative and logistical skills, pay attention to detail, and have excellent interpersonal skills.
- Demonstrate the ability to complete multiple tasks with overlapping deadlines, and are flexible and proactive regarding work assignments.
- Work well independently and with a team.
- Have a strong command of written and spoken English, and are fluent with Word, Excel, and PowerPoint.

Details at a glance

- On-site Location
- Paid

How To Apply

Interns receive a competitive salary of \$14/hour. To apply, please send a resume, cover letter and writing sample (no more than three pages) to Russell Krumnow at Russell@convergencepolicy.org, with the subject line “Convergence Project Internship”, and specify the semester for which you are applying (Fall, Spring, or Summer).

Location

Washington, DC