Position Type: Summer Internship

Desired Major(s): All Majors

Location: Washington, District of Columbia (United States)

Description: For thirty years the Center for Effective Government has been working to build an open, accountable government that invests in the common good, protects people and the environment, and advances the national priorities defined by an active, informed citizenry. Our vision is one of a just and democratic society in which every individual can thrive.

To ensure government is effective and responsive to the priorities of the American people, we conduct policy research and develop policy proposals; create tools to encourage citizen participation and government accountability; and build broad-based coalitions to advance these values. To ensure the American people understand the vital role of government, we produce and disseminate educational tools and communications materials.

We are a resource for policymakers, the media, advocacy groups, community organizations, and the public.

We are looking for interns who want to join us in advocating for a robust regulatory system to protect the health and well-being of the American people; a government that proactively discloses useful information to citizens so they can safeguard the well-being of their families and communities; and a transparent and effective budget process that generates sustainable investments in America and our quality of life.

Internship responsibilities vary, but may include:

- Research & Analysis – Analysis and research into critical public policy areas and preparing investigative reports.
- Communications & Media – Assist with writing and editing, including blog posts, newsletters, and social media.
- Monitor Congress & Federal Agencies – Monitor the progress of legislation in Congress and the actions of federal agencies.
- Outreach – Work with coalition partners at the national, state and local levels to support our policy areas.
- Program Assistance – Assist with other program responsibilities as needed, including administrative and clerical tasks (usually no more than 15 percent clerical).
- Other program responsibilities as needed, including a
small portion of administrative and clerical tasks.

Our internships are available during the each academic semester and have flexible start and end dates. Visit http://foreffectivegov.org/internships for more information on our internship program.

Summer 2014 Internships

• Environmental Right-to-Know Policy Internship: Support the Center’s work to make sure that citizens have a right to know what their government does, how decisions are made, and how to make their voices heard. Especially around the issues of hydraulic fracturing (“fracking”), chemical security, and the federal toxics release inventory.

• Open, Accountable Government Policy Internship: Support the Center’s work to create a more open and accountable government. The open government program advocates for proactive government disclosure of timely, useful information that empowers people to participate in democracy and safeguard the well-being of their families and communities. This includes making sure there are universal standards of open government, including guidelines that ensure as much information as possible is posted on interactive websites in a timely manner and that government data is easy to understand, contextualized, and downloadable.

• Regulatory Policy Internship: Support the Center’s work to advocate for common sense standards and public safeguards that protect our national economy, air and water quality, food and product safety, and workers' and citizens' health. The Center stands for a regulatory system that updates and enforces these standards and safeguards without excessive delay or undue influence from regulated industries.

• Coalition for Sensible Safeguards Internship: The Center co-chairs this coalition and the intern will support CSS’s work to strengthen and defend our country’s system of regulatory safeguards (clean air and water laws, worker safety laws, laws regulating Wall Street) that provide a stable framework that gives a greater quality of life and paves the way for a sound economy that benefits us all.

• Communications and New Media Internship: Create charts, infographics, and other graphics for the web, fact sheets and reports; work with communications team to engage in greater social media outreach; research key media contacts on the local, state, and national levels; build targeted media contact lists to support important organizational projects; expand our list of influential blogs and bloggers on the national and state levels.

• Fundraising and Development Internship: The intern will draft and edit funding proposals; assist with the creation of annual fundraising plan; developing ideas for donor
communications and new ways to support the organization; and draft donor communications. All of this to support the Center’s work for a robust regulatory system to protect the health and well-being of the American people; a government that proactively discloses useful information to citizens so they can safeguard the well-being of their families and communities; and a transparent and effective budget process that generates sustainable investments in America and our quality of life.

- Social Justice Database Internship: Progressive organizations and activists need to be able to find each other across the country if they hope to more successfully promote an open, accountable government that invests in the common good, protects people and the environment, and advances the national priorities defined by an active, informed citizenry. To facilitate these interactions, the Center has created a unique data set of thousands of organizations across all 50 states, and we are working to make it available to the public. The intern will assist in improving this social justice database so that it can be a useful tool for activists. When completed, local leaders will be able to identify issue areas (environment, civil rights, etc.) and search within a state, congressional district, county, metro area, or zip code to see potential progressive organizations nearby.

Benefits

Interns at the Center for Effective Government have the opportunity to perform substantive work that positively impacts public policy. Interns learn new skills, receive feedback and mentoring, and gain valuable professional experience with policy analysis, advocacy, and the nonprofit sector.

We offer a collegial work environment and flexible schedule to accommodate your academic responsibilities and work-life balance. If your school offers academic credit for internships, we will work with you to meet your school’s requirements.

A monthly stipend of up to $500 may be available to offset housing and travel expenses.

Qualifications

- Knowledge of, and interest in, U.S. public policy and governmental process.
- Ability to conduct research on complex public policy issues and communicate the results of that research in a clear and concise manner.
- Reliable and well-organized, with effective interpersonal skills.
• Knowledge of the Microsoft Office suite of programs, especially Word and Excel.
• Ability to work independently.
• Enrolled in or recently completed an undergraduate or graduate program.
• Available to work at least 20 hours per week.

How to apply

Email the following to Rick Trilsch, Internship Director, at internships@foreffectivegov.org with “Summer 2014 Internship” in the subject line:

• A compelling cover letter explaining why you’re interested in the internship, indicating your availability and preferred start and end dates, listing which internship(s) you are interested in, and mentioning where you saw the internship advertised.
• Resume – one page preferred, but no more than two pages.
• Writing sample - can be from coursework or other experience addressing a U.S. public policy issue. Preferably the writing sample should be less than five pages.

The Center for Effective Government is an equal opportunity employer and does not discriminate against any employee or applicant for employment on the basis of race, color, national or ethnic origin, religion, sex, age, handicap, pregnancy, sexual orientation, or veteran status.

www.foreffectivegov.org/internships

Job Function: Communication, Research, Other

Desired Class Level(s): Freshman, Sophomore, Junior, Senior, Masters Candidate, Doctoral Candidate, Post Doctorate, Recent Grad (up to 3 years out), Alumnus/a (beyond 3 years out)

Salary Level: A monthly stipend of up to $500 may be provided to offset housing and travel costs.

Qualifications: • Knowledge of, and interest in, U.S. public policy and governmental process.
• Ability to conduct research on complex public policy issues and communicate the results of that research in a clear and concise manner.
• Reliable and well-organized, with effective interpersonal skills.
• Knowledge of the Microsoft Office suite of programs, especially Word and Excel.
• Ability to work independently.
• Enrolled in or recently completed an undergraduate or graduate program.
• Available to work at least 20 hours per week.
International Program Intern
Center for Economic & Policy Research (CEPR)

**Position Type:** Summer Internship

**Desired Major(s):** All Majors

**Location:** Washington, District of Columbia (United States)

**Description:** The Center for Economic and Policy Research is currently looking for a full-time International Program Intern for Summer 2014 (June 1st-August 31st).

Responsibilities include assisting staff with research on upcoming papers and opinion pieces; organizing events with Latin American delegations, CEPR staff, and visiting academics; assisting in tracking and logging press mentions; as well as working on outreach to press, advocacy organizations, and Congress.

The responsibilities vary based on their interests and experience, as well as the particular issues that CEPR is working on at the time. Interns will be able to attend relevant events around Washington, DC.

**Job Function:** Administrative/Support Services

**Desired Class Level(s):** Freshman, Sophomore, Junior, Senior, Masters Candidate, Doctoral Candidate, Post Doctorate, Recent Grad (up to 3 years out), Alumnus/a (beyond 3 years out)

**Salary Level:** Stipend: At least $1,580 per month, plus up to $250 for health insurance reimbursement per month

**Qualifications:** We are looking for applicants with a general understanding of economics, international relations, and democracy issues, and an interest in economic justice. Previous research, data and/or outreach experience is extremely helpful; interns with strong economics or foreign policy experience (including Master’s degrees) will have the opportunity to engage in serious research, and those with strong organizing or outreach experience will have event management opportunities. The intern will need to be fluent in Spanish, including the ability to perform accurate written translations; able to work in a fast-paced environment with limited management; and be a self-starter and independent learner. Should have excellent writing and communications skills.
Summer 2014 Intern, Transatlantic Trends
German Marshall Fund of the United States (GMF)

Position Type: Summer Internship

Desired Major(s): Arts and Humanities, Behavioral and Social Sciences/Government and Politics, Business, Computer, Mathematical, and Natural Sciences/Mathematics, Public Policy

Location: Washington, District of Columbia (United States)

Description: The German Marshall Fund of the United States (GMF) strengthens transatlantic cooperation on regional, national, and global challenges and opportunities in the spirit of the Marshall Plan.

GMF does this by supporting individuals and institutions working in the transatlantic sphere, by convening leaders and members of the policy and business communities, by contributing research and analysis on transatlantic topics, and by providing exchange opportunities to foster renewed commitment to the transatlantic relationship.

In addition, GMF supports a number of initiatives to strengthen democracies. Founded in 1972 as a non-partisan, non-profit organization through a gift from Germany as a permanent memorial to Marshall Plan assistance, GMF maintains a strong presence on both sides of the Atlantic. In addition to its headquarters in Washington, DC, GMF has offices in Berlin, Paris, Brussels, Belgrade, Ankara, Bucharest, Warsaw, and Tunis. GMF also has smaller representations in Bratislava, Turin, and Stockholm.

Transatlantic Trends is an annual public opinion survey of foreign policy attitudes in the United States, Russia, Turkey and ten European Union member countries: Germany, France, Great Britain, Greece, Italy, the Netherlands, Poland, Portugal, Sweden, and Spain. It seeks to foster debate on the foreign policy goals, objectives, and values of the United States and Europe among members of the transatlantic community. The summer internship for Transatlantic Trends is one of GMF’s most challenging and rewarding internships and provides an opportunity to work on a high-profile project.

The Transatlantic Trends summer internship is unpaid, but offers an ideal opportunity to acquire substantive professional experience for those interested in a career in public policy or international affairs.

Our office is in a Metro-accessible location, just blocks from Dupont Circle. GMF offers a stimulating, supportive work environment.
Key Areas of Responsibility:

- Preparing visual presentation materials for briefings and publications;
- Conducting background and substantive research on a variety of policy issues;
- Editing and contributing to presentations and reports;
- Providing logistical and administrative support for GMF events and other projects;
- Balancing a long-term project with time-sensitive requests as needed; and
- Summarizing meetings and events for the program and team.

Start and Length of Internship:

- Preferred starting date: June 2014
- Preferred time commitment: 30-35 hours per week between 9 AM to 5 PM through September

Job Function: Administrative/Support Services, Research

Desired Class Level(s): Junior, Senior

Qualifications: Qualifications and Requirements:

- Experience presenting data visually with Microsoft Excel and PowerPoint, Photoshop, and other graphic-design programs.
- Experience with statistical analysis and research, preferably using SPSS.
- Excellent analytical and writing skills, previous research experience.
- Genuine and enthusiastic interest in foreign policy, survey research and public opinion.
- Comfort working independently and as part of a team.
- Creative, organized, self-directed and responsible.