### 2014 Summer Internships (Paid) - Govt Affairs or Communications
Organization for International Investment (OFII)

<table>
<thead>
<tr>
<th><strong>Position Type:</strong></th>
<th>Internship (Fall or Spring Part-Time)</th>
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<tbody>
<tr>
<td><strong>Desired Major(s):</strong></td>
<td>All Majors</td>
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<tr>
<td><strong>Location:</strong></td>
<td>Washington, District of Columbia (United States)</td>
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<tr>
<td><strong>Description:</strong></td>
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The Organization for International Investment (OFII) is a Washington, D.C. based business association representing the interests of U.S. subsidiaries of companies based abroad. OFII’s member companies range from medium-size enterprises to some of the largest firms in the United States. Please take a moment to view our website at www.ofii.org.

OFII’s activities focus on a range of issues particular to U.S. subsidiaries in the areas of federal and state tax reform, government contracting, CFIUS and cross-border acquisitions. OFII also develops communications strategies to benefit subsidiaries, holds frequent conferences for senior executives, and works closely with Congressional, Administration and corporate allies to ensure fair treatment for subsidiaries.

This position is intended to provide valuable work experience and an understanding of U.S. trade policy, investment and taxation to college junior or seniors or recent graduates with demonstrated interest in political science, foreign or public policy, economics, or communications.

Two internship positions are available, with a focus in either government affairs or communications. Responsibilities include researching specific issues, attending and reporting on OFII meetings and other external meetings as needed. In addition, candidates should be willing to assume some administrative responsibilities such as answering phones in addition to special projects.

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<th><strong>Timeframe/Hours</strong></th>
<th>May – August 2014</th>
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<tr>
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<td>Full-Time</td>
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<tr>
<th><strong>Job Function:</strong></th>
<th>Communication, Management/Administration, Research</th>
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<tr>
<td><strong>Desired Class Level(s):</strong></td>
<td>Junior, Senior, Masters Candidate, Recent Grad (up to 3 years out)</td>
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**Qualifications:** Excellent research and writing skills, and experience with Microsoft Office products and database software applications. Familiarity with Adobe Creative Suite or other digital media programs a plus. Prior DC-based internship experience preferred.
Concord Coalition Intern
The Concord Coalition

**Position Type:** Internship (Fall or Spring Part-Time)

** Desired Major(s):** Behavioral and Social Sciences/Economics, Behavioral and Social Sciences/Government and Politics, Public Policy

**Location:** Arlington, Virginia (United States)

**Description:** The Concord Coalition is currently accepting applications for the Summer session of its internship program. The Concord Coalition is a non-partisan, grassroots organization that advocates a bipartisan approach to slowing the growth of the national debt. Our efforts focus on working with educators, civic organizations, and members of Congress to educate citizens about the federal budget.

Concord's interns work directly with staff throughout the organization and have real impact on Concord's programs and activities. Internships are tailored to a candidate’s interest, but can include many of the responsibilities outlined below.

**Responsibilities**
- Answering phones and responding to email inquiries
- Responding to questions from concerned citizens about the federal budget
- Writing articles for the weekly Washington Budget Report newsletter
- Assisting with logistics for grassroots events around the country
- Analyzing and summarizing key reports released by other organizations
- Generating charts and infographics to illustrate current and projected fiscal policies
- Editing blog posts and press releases

**Compensation**
The Concord Coalition can work with interns to secure academic credit for the internship. Small stipends are sometimes available on an as-needed basis.

**Applying**
If interested in the position, please email your application (including resumé, cover letter, and optional writing sample) or any additional questions you may have to britz@concordcoalition.org.
Job Function: Administrative/Support Services, Communication, Creative/Design/Multimedia, Research, Other

Desired Class Level(s): Freshman, Sophomore, Junior, Senior, Masters Candidate

Approximate Hours Per Week: 30-40

Qualifications:
Required
• Well organized, detail-oriented, and a fast learner
• Ability to work either independently or as part of a team
• Excellent communication skills
• An interest in economics or fiscal policy
• Comfortable and capable operating in a non-partisan environment

Preferred Software Skills
• Microsoft Office (especially Word and PowerPoint)
• Google’s suite of applications (gmail, docs, spreadsheets)
• Graphic design tools such as Photoshop and Fireworks
• Social media such as Facebook and Twitter
• Experience with managing websites (HTML, CSS, Javascript, CMS’s like Drupal a plus)