Fall 2016 Internships (969-410)
American Enterprise Institute for Public Policy Research (AEI)

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

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

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

**Description:**
The American Enterprise Institute for Public Policy Research (AEI) is seeking interns for the Fall 2016 internship term.

Internship opportunities are available on both the research and business sides of the think tank. All positions require excellent organizational, research, writing, and computer skills, as well as the ability to multi-task. Responsibilities on the research side include research, writing, editing, and some administrative work. Most of our research positions support more than one scholar, but they are generally grouped by topic. On the business side of the think tank, our conferences, Competitive candidates for these internships will generally possess a 3.6 GPA from a top ranking college or university.

The following are some examples of the types of internships AEI offers:

- Government Relations
- Development
- Editorial and Publications
- Defense Planning and the U.S. Global Strategy
- Military Strategy and the U.S. Defense Budget
- Russian Studies
- South Asia Studies
- Demographics and Political Economy
- Asian Economies
- Security Studies
- Middle Eastern Studies
- Iranian Studies
- International Trade and Finance
- Labor Economics
- Economic Policy
- Technology Policy
- Health Policy
- Housing Policy
- Poverty Studies
- American Citizenship
- Education Policy
- Public Opinion Studies
- Public Affairs and Media Relations
- External Affairs
- Video Production
- Graphic Design development, communications, and government relations offices all seek interns.
government relations offices all seek interns.

AEI will be hosting approximately 70 interns this fall. If you are interested in any of these opportunities and would like to look at our full list of internship openings, please visit www.aei.org/internships.

We ask that you submit all application materials via the online portal, applying only to the specific jobs postings. Please do not apply through this posting. You are welcome to apply for as many internship opportunities as you would like. An application is only considered complete if we receive all of the following application documents: resume, cover letter, 500-word academic writing sample, and an unofficial copy of your academic transcripts.

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<tr>
<th><strong>Job Function:</strong></th>
<th>Research</th>
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<tbody>
<tr>
<td>** Desired Class Level(s):**</td>
<td>Freshman, Sophomore, Junior</td>
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Position Type: Summer Internship

Desired Major(s): All Majors

Location: Washington, District of Columbia (United States)

Description: Position Title: Intern
Program/Dept: Future of Work Initiative, Economic Opportunities Program
Position Location: Washington, DC
Hours: 40 hours per week
Duration: June 6, 2016 - August 12, 2016 (10 weeks)

The Aspen Institute is an educational and policy studies organization based in Washington, DC. Its mission is to foster enlightened leadership based on enduring values and to provide a nonpartisan venue for dealing with issues critical to our society. The Institute has campuses in Aspen, Colorado, and on the Wye River on Maryland’s Eastern Shore. It also maintains offices in New York City and has an international network of partners.

Future of Work Initiative:
The Future of Work Initiative is a year-long nonpartisan effort to identify concrete ways to strengthen the social contract in the midst of sweeping changes in today’s workplace and workforce. Indeed, twenty-first-century innovation is transforming the American workplace far faster than a 20th-century government and 1930s social contract can keep pace. The Initiative focuses on two critical opportunities: (1) On-Demand Economy: How best to advance and protect the economic interests of Americans in the rapidly growing economy of shared goods and services; (2) Capitalism 2.0: How best to inspire a 21st-century capitalism for a 21st-century workforce by rewarding employers for reducing inequality, helping workers get ahead, and facilitating access to benefits and protections to secure workers’ futures.

Basic Function:
This position will support the Future of Work Initiative, including sophisticated research, communication, convening, and policy efforts aimed at restructuring the social contract for the new economy. FOW seeks individuals who are motivated, responsible, detail-oriented, and a self-starter with strong written and verbal communication skills. This internship will include policy research, including drafting summaries of issues and policies;
communication efforts, including management of communications lists for development opportunities and outreach and drafting and organization of materials for FOW’s newsletters, blog, and programming reports; coordinating meeting logistics under the guidance of fellow staff; and significant administrative support. Special projects will be assigned depending on the needs of FOW and the skills of the candidate.

Essential Duties and Responsibilities:
Research, drafting and editing
* Research topics as requested; gather information from key sources and create succinct summaries for audiences of varying levels and backgrounds.
* Draft correspondence, meeting materials, and other written materials.
* Keep abreast of news and current trends, disseminate information on key issues to team members.
* Attend relevant events in D.C. and draft summaries of events attended in an accessible, organized format.
* Support FOW staff with document formatting, printing, copying, and other administrative tasks.

Meeting Planning
* Assist in planning events, including supporting on venue logistics, catering, speaker travel, talking points, name tag printing, materials preparation, and day-of support.

Communications
* Support FOW team with website updates, drafting and updating content as needed (no html experience necessary).
* Draft stories and content, as requested, for e-newsletters, blog posts, and other communications efforts.

Administrative
* Support FOW’s team by scheduling appointments, completing reimbursements and other necessary forms.
* Execute data entry tasks, filing, copying, answering phones, and other duties as assigned.

Knowledge, Education and Experience:
* Undergraduate or Graduate student in field related to policy, economics, history, or government;
* Experience in a professional setting strongly preferred;
* Outstanding organizational skills, with emphasis on
time-management, attention to detail and the ability to plan, organize and carry out multiple activities;
* Strong communications skills, including ability to conduct online research and analysis;
* Excellent computer skills including Word, Excel, Outlook, PowerPoint;
* Team player who can also work individually and be a self-starter;
* Knowledge of and adherence to professional ethics.

To Apply:
This internship requires 40 hours per week with occasional evenings for events. All applicants must submit a cover letter, resume, and list of references for the Future of Work Internship position. Cover letter should highlight applicant’s specific qualifications for this position. Please direct questions to The Aspen Institute is an Equal Opportunity Employer and complies with all District and federal laws. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or protected veteran or disabled status and will not be discriminated against.

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<th>Job Function:</th>
<th>Management/Administration</th>
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<td>Desired Class Level(s):</td>
<td>Sophomore</td>
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**Position Type:** Summer Internship

**Desired Major(s):** Behavioral and Social Sciences, Public Policy

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

**Description:**
SRI International creates world-changing solutions to make people safer, healthier, and more productive. SRI, a research center headquartered in Menlo Park, California, works primarily in advanced technology and systems, biosciences, computing, and education. SRI brings its innovations to the marketplace through technology licensing, spin-off ventures and new product solutions.

SRI’s Center for Innovation Strategy and Policy (CISP), helps organizations, regions, and countries achieve long-term economic and social impact through effective investments in science, technology, and innovation. The intern will support a team of experienced professionals who conduct research, analysis, program evaluation, and strategic planning for private and public sector clients around the world.

Our team works with our partners and clients to do the following:
- Advance Innovation in Government
- Transition Technology to Market
- Evaluate Complex Programs
- Build Innovation Systems

An intern will work across these multiple areas in a variety of ways, including:
- Conduct research and analyses
- Attend and take notes during client meetings and project-related site visits and interviews
- Synthesize notes and other material into sections of reports
- Helping to organize professional meetings
- Collate information into databases
- Perform data cleaning

This is a minimum 40 hours per week paid position for a minimum of 2 months, with the possibility for extension based on project workload and availability. The intern will work at SRI’s Arlington, VA, office.

**Requirements**
- Current bachelor’s (preferably going into junior or senior year), or master’s level student in public policy or other policy-oriented field in the social sciences
- Interest in working in a mission-oriented non-profit
organization focused on creating social impact
--Must possess good people skills, a desire to learn, and the ability to communicate clearly, including strong writing skills.
--Knowledge of software applications such as Microsoft Word, Excel, and PowerPoint required
--Experience with database applications (e.g., Filemaker, Access) and basic programming and data visualization skills

Apply online at www.sri.com/careers
Job ID: 1159BR
SRI is an Equal Employment Opportunity/Affirmative Action Employer

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<td><strong>Desired Class Level(s):</strong></td>
<td>Junior, Senior, Masters Candidate</td>
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Public Opinion Research Intern  
Program on International Policy Attitudes, The

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

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

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

**Description:** The Program for Public Consultation (PPC) at the School of Public Policy at the University of Maryland was established to develop the methods and theory of public consultation and to conduct public consultations. In particular it will work with government agencies to help them consult their citizens on key public policy issues that the government faces.

PPC has paid internship positions available starting immediately. We are looking to hire 2 interns to work at our downtown Washington, DC office (located near the Dupont Circle metro) either on a full-time or part-time basis. An individual may have the opportunity to continue working beyond the fall term as well.

Interns assist with office, communication, and research duties, depending on the needs of the organization and his or her interests. In addition to research, duties include assisting in event planning; updating and maintaining Voice Of the People (VOP) and our affiliate organization databases; gathering information and data from the Internet, government, and non-governmental libraries; preparing reports, graphs and presentations using Microsoft Excel and PowerPoint; helping with media monitoring and social media outreach; and answering phones.

The ideal candidate would be a current undergraduate with an interest in public opinion research, public policy, government, political psychology, and/or sociology. We are seeking individuals with experience using the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and conducting Internet and LexisNexis-based research.

Interns will also assist with a related campaign, Voice of the People (www.VOP.org) that focuses more on domestic political
To apply, e-mail cover letter including your time availability (days and hours available) and resume to info@pipa.org to the attention of Allison Stettler. For more information, consult the VOP website, www.vop.org, and the PPC website, www.public-consultation.org.

Applications will be considered on a rolling basis, so applying soon is recommended.

**Job Function:** Administrative/Support Services, Research

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

**Duration:** Summer Internship, extension through Fall Term is possible

**Approximate Hours Per Week:** 20-40

**Salary Level:** $10.00/hour

**Qualifications:** The ideal candidate would be a current undergraduate with an interest in public opinion research, public policy, government, political psychology, and/or sociology. We are seeking individuals with experience using the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and conducting Internet and LexisNexis-based research.
Affordable Housing and Energy Efficiency Policy Paid Internship - Summer 2016
National Housing Trust

**Position Type:** Summer Internship  
**Desired Major(s):** All Majors  
**Location:** WASHINGTON, District of Columbia (United States)

**Description:** The National Housing Trust (NHT) revitalizes and maintains the affordability of homes to better the quality of life for those who live there. We are the only national nonprofit engaged in affordable housing preservation through real estate development, lending, and public policy initiatives. We believe safeguarding existing affordable homes is the essential first step in solving our nation’s housing dilemma. We work with our partners to preserve and improve affordable housing by:

- Shaping policy implementation to protect existing housing resources;
- Documenting successful, cost effective, and replicable affordable housing preservation solutions on the state and local levels;
- Acquiring and renovating “at risk” affordable homes;
- Lending to entities seeking to preserve existing affordable homes and make them more energy efficient; and
- Providing research and analysis on our nation’s at-risk affordable homes.

We work on a broad array of issues as we safeguard affordable homes, including neighborhood stabilization, energy efficiency, renewable energy, transit-oriented development, and smart growth development.

NHT has an immediate opening for a full- or part-time paid policy intern with excellent organizational, research, and writing skills to assist the public policy team. The intern will work on projects related to Prezcat (www.prezcat.org) and Energy Efficiency for All (www.ee4a.org). Depending on the intern’s background and interest, he or she may also work on projects related to energy efficiency lending. This internship will involve a variety of research and writing projects, including but not limited to:

- Researching local and state housing policies and procedures concerning the preservation of affordable multifamily housing, including...
fair housing, weatherization, energy efficiency policies, sustainable development practices, and transit-oriented development;

- Preparing materials for nonprofits, government agencies, and others interested in preserving existing affordable multifamily housing;
- Tracking federal and state legislative efforts; and
- Developing and submitting relevant comments during public comment periods to state housing finance agencies.

We are seeking a GRADUATE STUDENT/RECENT GRADUATE STUDENT who is dependable, flexible, independent, and able to multitask. The following are desirable: coursework or experience in housing policy, energy policy, green building techniques, finance, and/or marketing. He or she should be proficient in Microsoft Excel and have excellent customer service/communication skills. Commitment to policies affecting low-income people as well as a good sense of humor are required. The hours of the position are flexible, depending on the availability of the intern. NHT will pay $14 per hour and cooperate with any academic or training programs to facilitate an award of credit for the experience.

Interested parties should send a resume and cover letter to:
hr@nhtinc.org
No phone calls please

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<th>Job Function:</th>
<th>Other</th>
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<td>Desired Class Level(s):</td>
<td>Masters Candidate</td>
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<tr>
<td>Duration:</td>
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<td>Approximate Hours Per Week:</td>
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<td>Salary Level:</td>
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