University of Maryland
8 Job Postings For December 2015
2016 Summer Policy Internship
Children's Defense Fund

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

Desired Major(s): All Majors

Location: Washington, District of Columbia (United States)

Description: CDF’s Policy team seeks interns to work on the issues described below. Interns might work on a single issue or on multiple issues depending on need and interest:

Child Health:

The Child Health staff works to ensure that every child has a Healthy Start in life. Their primary policy goal is to ensure all children have access to affordable, comprehensive health coverage that is easy to get and to keep. Work includes policy analysis, legislative and administrative advocacy, research and coalition building around implementation of the Affordable Care Act, Medicaid, the Children’s Health Insurance Program (CHIP), the federal budget, and other elements of maternal and child health policy.

Child Welfare and Mental Health:

The Child Welfare and Mental Health staff works to improve outcomes for children and youth by promoting public policies, practices and programs that will keep children safe and in permanent nurturing families and communities. Particular attention is given to those policies and programs that serve or advocate for children who have been abused or neglected, or are at risk of abuse and neglect; are in families challenged by substance abuse, mental health problems and domestic violence; are being raised by grandparents or other relatives; have serious emotional problems and need mental health services, and/or are at risk of coming to the attention of the child welfare system. CDF uses a range of advocacy strategies to address these concerns.

Early Childhood Policy:

CDF fully supports the need for consistent, quality education beginning in a child’s earliest years. CDF's early childhood staff works to promote high quality early childhood experiences for ALL children. One of the main areas of work is spearheading the national campaign to focus public attention on ensuring all children have access to free full-day kindergarten. CDF works with other early childhood advocates and professionals to promote additional funding for programs serving low income children birth through five years of age.
Education Policy:

CDF is committed to ensuring that every child in America attends a school that is warm, welcoming and where learning happens. CDF intends to transform the Cradle to Prison Pipeline into a system where every child has the opportunity to grow, learn and maximize their potential. CDF’s seeks to achieve those goals by: reforming school discipline policies that push children out of school, ensuring all children have access to full-day kindergarten and strengthening the Title I program that provides federal funding for the education of children in concentrated poverty.

Juvenile Justice:

CDF strives to ensure that fewer children encounter the juvenile justice system and the adult criminal justice system and that those who do receive the help they need to thrive. To that end, efforts are made to address the holistic needs of children and youth (1) at the front end (prevention and diversion), (2) during time spent in the juvenile justice or adult criminal justice systems, and (3) the back end (upon release and reentry into the community). Focusing on these three points will allow the "justice" part of juvenile justice to have true meaning by focusing on youth development, rehabilitation, and family engagement/strengthening families. CDF’s juvenile justice work includes advocacy, coalition building, policy analysis, and research.

Policy Research:

The research team within CDF’s policy unit supports the organization’s policy efforts by analyzing data, preparing timely and pertinent reports and fact sheets, and conducting rapid response research for internal and external data requests. Policy research interns will work across all of CDF’s issue areas, identifying federal and other data for use in fact sheets, reports, and other CDF publications. Policy research interns will also summarize new reports, attend briefings and hearings, and research issues areas to support the policy team’s work. This opportunity is ideal for applicants seeking a broad exposure to all of CDF’s policy issue areas.

CDF has a long history of publishing reports that raise awareness about children’s needs and highlight solutions (See our Research Library on the CDF website). CDF seeks masters level interns to assist with analysis of data and research to support development of CDF publications across a range of issues. Policy research interns will work across all of CDF’s issue areas, analyzing federal and other data for use in fact sheets, reports, and other CDF publications. Possible issues that interns might work on include: child poverty, health care
access, education, early childhood, juvenile justice, child welfare and gun violence. This opportunity is ideal for applicants with a quantitative background and an interest in social justice for children.

Policy Internship Primary Responsibilities:

Identifying and researching initiatives in health, early childhood development, education, poverty, child welfare, gun violence, juvenile and criminal justice to address the needs of children and families

Tracking and analyzing federal and state legislation
Monitoring, analyzing, and summarizing policy developments, the federal budget, research briefs and studies that relate to children, low income families, and other key issue areas

Attending hearings and briefings, both on and off Capitol Hill, that are relevant to CDF’s work, and writing succinct summaries to share with the policy team

Contributing to the development of issue briefs, fact sheets, and other materials relevant to our work for publication or the website

Rapid response research for internal and external data requests

Participating in the educational component of the CDF internship program, including luncheons, seminars, and trips

Other duties and projects as assigned

**Job Function:** Administrative/Support Services, Communication, Education/Teaching, Healthcare, Management/Administration, Research, Social Services

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

**Qualifications:**

Ability to work effectively and calmly in a fast-paced, high-pressure environment with daily deadlines.

Strong organizational and analytical skills.

Ability to organize facts and present issues in a clear, concise, and logical manner, both orally and in writing.

Strong internet research skills Self-starter who is comfortable working independently.

Demonstrated interest in learning about policies that affect
children and low-income families.

Commitment to social advocacy and CDF’s mission to be a voice for all children in America.

For those interested in policy research, strong excel skills and ideally experience using a statistical software packaged (Stata or SPSS), and experience with federal data sources (census, NCHS, HHS, DOE, etc.).
2016 Spring Internships
American Enterprise Institute, The

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

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

**Description:** The American Enterprise Institute for Public Policy Research (AEI) is seeking interns for the Spring 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, development, communications, and government relations offices all seek interns. Competitive candidates for these internships will generally possess a 3.6 GPA from a top ranking college or university.

Spring 2016 intern candidates can apply to work in the following offices:
- Academic Programs
- Accounting
- Arthur Brooks
- Asian Economies
- Asian Studies
- Coalitions
- Communications--Blogging and New Media
- Communications and Marketing Systems
- Critical Threats Project
- Critical Threats Project--al Qaeda and Affiliates
- Critical Threats Project--Iran
- Critical Threats Project--Communications and Technology
- Defense Planning and the U.S. Global Strategy
- Demographics and Political Economy
- Development
- Digital Strategy
- Economic Policy
- Editorial and Publications
- Education Policy
- External Affairs
- Financial Services
- Government Relations
- Health Policy
- Higher Education Policy
AEI will be hosting approximately 70 interns this spring. If you are interested in any of these opportunities and would like to look at our most updated 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. 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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<th>Arts/Design/Planning, Communication, Computer Science/Statistics, Financial Services, Research, Social Services, Other</th>
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| Job Function:   | Arts/Design/Planning, Communication, Computer Science/Statistics, Financial Services, Research, Social Services, Other |
| Salary Range:   | Unpaid                                                     |
**Spring Intern: Academic Programs (881-410)**  
American Enterprise Institute for Public Policy Research (AEI)

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

**Type:**

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

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

**Description:** Academic Programs seeks to engage college students with AEI scholarship and find campus leaders to help promote free enterprise and American leadership in the world. Interns will help organize and plan student events with AEI scholars, assist with generating and maintaining web content, and help develop and implement marketing and communications strategies. Other duties will include general organizational duties related to tracking campus involvement and assisting with online research. Strong candidates will be active in student clubs and leadership activities, interested in policy issues, and experienced in communication and social media. Excellent organizational and research skills required. A successful candidate will be proficient in Excel and familiar with social media channels for marketing (Facebook, Twitter and Snapchat).

**Job Function:** Research

**Desired Class Level(s):** Junior, Senior, Recent Grad (up to 1 year out), Alumnus/a (beyond 1 year out)
Spring Intern: Coalitions (874-410)
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 Coalitions intern will assist the Coalitions team in developing and managing third-party relationships with outside institutions including grassroots groups, other think tanks and advocacy organizations. In addition, the intern will assist in the production of online course content designed for civic leaders based on existing AEI work; conduct research for a working group to improve government service delivery in the digital age; maintain and build databases of coalition partners; and engage internal and external stakeholders on behalf of AEI to promote free enterprise ideas. The intern must be detail-oriented, have excellent researching and writing skills, an entrepreneurial attitude and interest in fostering relationships that build toward a common purpose. This is an excellent opportunity to learn how ideas are formulated, shaped, and disseminated to have an impact on public policy.

**Job Function:** Research

**Desired Class Level(s):** Sophomore, Junior, Recent Grad (up to 1 year out), Alumnus/a (beyond 1 year out)
**Spring Intern: Critical Threats Project (877-410)**
American Enterprise Institute for Public Policy Research (AEI)

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**Description:** The Critical Threats Project, led by Frederick W. Kagan, tracks and analyzes current and emerging challenges to American national security. The project’s research portfolios focus on Iran and al Qaeda affiliates in Yemen, the Horn of Africa, and North and West Africa, as well as the global al Qaeda network. Interns will assist in conducting research on area-specific security developments and will work in conjunction with other team members to produce analytical and data products for www.criticalthreats.org. Interested candidates should demonstrate strong writing and analytical skills and the ability to conduct independent research, as well as the ability to work within a team. Initiative, dedication to the project’s mission, work ethic, and creativity are highly valued. Strong candidates will have relevant research background in area or security studies. The ability to read and conduct research in Arabic, French, Persian, or another local language is desired but not required.

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<td><strong>Desired</strong></td>
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**12/18/2015**
### Spring Intern: Demographics and Political Economy (869-410)
American Enterprise Institute for Public Policy Research (AEI)

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<td><strong>Description:</strong></td>
<td>Resident Scholar Nicholas Eberstadt focuses on global demographic trends and economic development, with a current emphasis on China, India, and other developing nations. He also researches North Korea, poverty in the United States, foreign aid, and global health and mortality (especially HIV/AIDS and Alzheimer's). Interns will do quantitative analysis, background research, fact-checking, and editing for articles and ongoing projects. Attention to detail and experience with Excel a must, experience with STATA highly desirable. Fluency in Mandarin Chinese preferred.</td>
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**Spring Intern: Development (859-410)**
American Enterprise Institute for Public Policy Research (AEI)

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

**Type:**

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

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

**Description:** Development interns provide administrative support, such as filing and mailing materials, but this is not the major part of their internship. They work on a variety of projects and we try our best to have them work on special projects that match their interests (for example, past interns have wanted to learn more about budgets and financial reporting, and others have wanted to learn more about the grant writing process). Standard development internship assignments are:

*Researching individual, foundation, and corporate donors and prospects*
*Updating Salesforce (SF) individual, organization, and event records*
*Updating database tracking systems that the department uses on a regular basis*
*Think tank comparison--gathering data about other top think tanks and comparing their donor and staffing composition to AEI's composition*
*Assisting with corporate solicitation groups--researching and calling companies to verify contact information and to determine the correct recipients for solicitations*
*Assisting with the low-level individual donor solicitation groups--merging letters, gathering enclosures, assembling packets, dealing with returned solicitations*
*Helping with the free book offer process--updating responses as they are received, ensuring that books are mailed with the appropriate notes from department team members*
*Assisting with financial analysis projects*
*Other special projects*

The qualifications that our most successful former development interns had in common were:

1) an interest in fundraising, non-profit management, and/or business administration
2) work or internship experience in an office setting or another non-profit
3) ability to work full-time or near full-time for at least eight weeks

Other desirable skills and past experiences: internet research skills, proficiency with Microsoft Office and Excel, experience
using a database (not required), experience with fundraising for college groups, attention to detail, good time management skills, and an eagerness to learn.

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