Public Policy Intern
InterAction

Position Type: Summer Internship

Desired Major(s): All Majors

Location: Washington, District of Columbia (United States)

Description: Intern |Public Policy
InterAction’s Public Policy Team is seeking applications for two unpaid summer 2014 internship positions in Washington, DC. InterAction is the largest alliance of U.S.-based international nongovernmental organizations (INGOs) working in every developing country.

Summary of position

InterAction’s Public Policy team offers internship opportunities to motivated individuals with a compassion for global change. Our team coordinates Congressional advocacy efforts for our members on a wide array of development and humanitarian topics and is a stepping stone to a career in policy and advocacy. Interns walk away with a deeper understanding of current policy and advocacy efforts in the international NGO sphere and a breadth of skills they can bring to any entry-level policy position.

Primary responsibilities include:
• Preparing weekly summary of legislative news
• Attending hearings and briefings as needed
• Researching legislative action that affects the international development community
• Providing support to public policy team members for meetings and briefings at InterAction and on the Hill

Ideal candidates will have strong organizational and communication skills, excellent attention to detail, the ability to manage multiple tasks, the flexibility to meet changing deadlines and priorities, and positive attitudes. An interest in international development and humanitarian assistance is strongly preferred.

Internship will range between 20 to 40 hours per week. Most work will occur at InterAction’s office, located in northwest Washington, DC. A small monthly reimbursement for travel of $50 is available upon request.

Job Function: Administrative/Support Services, Agriculture/Natural Resources/Environment, Management/Administration, Research, Social Services

Desired Class Level(s): Senior, Masters Candidate, Doctoral Candidate, Post Doctorate, Recent Grad (up to 3 years out), Alumnus/a (beyond 3 years out)
Salary Level: A small monthly reimbursement for travel of $50 is available upon request.

Qualifications: Ideal candidates will have strong organizational and communication skills, excellent attention to detail, the ability to manage multiple tasks, the flexibility to meet changing deadlines and priorities, and positive attitudes. An interest in international development and humanitarian assistance is strongly preferred.
**Summer Research Fellowship Program**

**Child Trends**

**Position Type:** Summer Internship

**Desired Major(s):** Arts and Humanities/Classical Languages and Literatures, Arts and Humanities/Spanish Language, Literatures, and Cultures, Behavioral and Social Sciences/Psychology, Behavioral and Social Sciences/Sociology, Public Policy/Public Policy (GRAD)

**Location:** Bethesda, Maryland (United States)

**Description:**

National Research Center on Hispanic Children & Families

Summer Research Fellowship Program

**Background:**

The newly launched National Research Center on Hispanic Children & Families (Center) is a hub of research to improve the lives of Hispanic children and families across three research priority areas—(1) poverty reduction and self-sufficiency, (2) healthy marriage and responsible fatherhood, and (3) early care and education. The Center is both policy and program driven and is dedicated to providing timely research findings, tools, and scholar opportunities to advance the capacity of the policy, program, and research field serving Hispanic children and families. The Center is made up of a team of national experts in Hispanic issues, and was established by an ACF cooperative agreement to Child Trends in partnership with Abt Associates and university partners (University of Maryland-College Park, University of North Carolina-Greensboro, and New York University) in 2013.

As part of the overall work, the Center will create a summer research fellowship program that will identify, recruit, and independently support approximately three research fellows per year.

**General Fellowship Description:**

The goal of the Summer Research Fellowship Program at the National Research Center on Hispanic Children and Families (Center) is to attract, develop, and expand the pool of emerging scholars focused on studying issues of relevance to low-income and vulnerable Hispanic children and families. Over a 12-week period (approximate dates June 1st to August 31st)[1], fellows will have applied opportunities to work on research studies and policy-related projects relevant to the Center’s mission of...
conducting research and providing research-based information to inform programs and policies supporting Hispanic children and families around the three research priority areas. The summer research fellowship program is open to those currently enrolled in an advanced graduate program (Master’s, Ph.D., or ABD “all but dissertation”). We seek emerging scholars who demonstrate a significant interest in conducting research with low-income Hispanic populations, understand the cultural and linguistic diversity among the populations, and are excited about contributing to the development of better tools and resources to produce more rigorous and valid research concerning low-income Hispanic populations. For additional information other than what is included below, you can also reference these FAQ’s about the Summer Research Fellowship Program.

Typical Responsibilities and Duties:

The summer research fellowship is a full-time position and fellows will be located at either Child Trends or Abt Associates Bethesda, MD offices. Each fellow will be matched with a mentor engaged in similar work supported by the Center. The overall set of fellowship experiences are designed to support the expansion and development of emerging scholars capable of conducting high quality research in culturally appropriate ways on issues of relevance to the growing population of Hispanics. Under the guidance of their mentor and over the course of the 12-week program, fellows will be expected to:

1. Work on small, research and/or policy projects contributing to the Center’s research agenda, in conjunction with their Center’s mentor or another Center researcher (including Technical Work Group members). The projects undertaken could either be an independent research project based on the applicant’s own work (but aligned with the Center’s research agenda), or one that is developed as a discrete activity connected to one of the Center’s current research activities within the 3 priority areas;

2. Present their proposal at the beginning of their fellowship and their findings at the end of their fellowship;

3. Publish their work as a Research or Policy Brief or other appropriate vehicle, including peer-reviewed journal articles; and

4. Submit their work to one or more professional conferences, such as APPAM, CCPRC, SRCD, the Head Start Research Conference, PAA, NCFR or WREC.
Additionally, fellows will have the opportunity to get involved in other Center-related research efforts, including attending project meetings and related research seminars. They also will be provided opportunities to participate in a set of interconnected, mentoring, and networking activities with fellows from other major DC-based fellowship programs, as well as mentors from local universities, organizations and/or other collaborative partners. The mentors and other Center staff will actively facilitate the fellows’ connections to other emerging scholars (including those from prior cohorts or other fellowship programs), researchers in the field, key organizations, and Federal agencies that may be of interest to the fellows’ longer-term professional development. Finally, the fellows will receive training in: 1) writing for policy and practice audiences; 2) proposal writing; 3) the use of data sets most appropriate for the study of issues related to Hispanic families and children; and 4) research-related communications and media.

Experience and Education requirements:
• Strong interest and/or background in research concerning low-income Hispanic populations and/or an understanding of the cultural and linguistic diversity among Hispanic populations.
• Research experience related to one or more of the Center’s three priority areas: (1) poverty reduction and self-sufficiency, (2) healthy marriage and responsible fatherhood, and (3) early care and education;
• Currently enrolled in a graduate program as an advanced student (Master’s, Ph.D., or “all but dissertation”).
• A combination of one or more of the quantitative, qualitative, analytical, and writing skills, relevant substantive knowledge, and social policy research experience needed to perform the required duties of this position.

Compensation:

The summer research fellowship will earn up to $8,000 for the 12-week fellowship to be paid in semi-monthly increments. The Center anticipates awarding approximately three fellowships in 2014.

Application requirements:

Interested applicants are required to submit their applications with the following components by 5:00pm ET on March 7th, 2014 through our web application system. The items will need to be combined into one document to be uploaded to the system. If you have any issues with the submission process, please email the requested documents to recruitment@childtrends.org referencing...
the position in the subject line. No phone calls please.
• Cover letter which includes the applicants contact information (e.g., name, address, phone number(s), email address, and for current graduate students, information about their graduate institution.
• A current curriculum vitae (CV) providing information about educational background and any relevant professional or public policy experience related to the work of the Center (4 page maximum).
• Personal statement (up to one page) expressing the applicant’s interest in what they hope to learn from the fellowship experience and why they are interested in research concerning Hispanic children and families.
• A brief (1-2 page) proposal for a research project or related product (research or policy brief, report, etc.) that will advance one (or a cross-section) of the Center’s priority areas of: (1) poverty reduction and self-sufficiency, (2) healthy marriage and responsible fatherhood, and (3) early care and education. The proposed effort could either be an independent project or one that is developed as part of one of the Center’s current research activities that fall within one of the 3 priority areas[2].
• A project timeline which lists the anticipated milestones necessary to complete the project within the 12-week summer research fellowship period.
• Official or unofficial transcript from current or most recent academic institution.
• Two letters of recommendation that specifically address the applicant’s educational background, training, and research experience(s) relevant to the work of the Center.

Selection Criteria:

Applications will be reviewed by Center staff and will be evaluated according to the following criteria:
• Status in graduate program.
• Fit of research experience and content area background to Center goals and objectives.
• Fit of research proposal or project to the current Center research agenda activities and/or research capacity building activities (including policy relevance and feasibility of completion within the 12-week fellowship period).
• Quantitative and/or qualitative research skills.
• Content knowledge (and fit to the Center’s three Priority Areas).
• Publication/presentation record (including relevance to the three Center Priority Areas).
• Writing quality.
• Letters of recommendation.
• Interviews (finalists only).
Candidates will be contacted if they are selected for interviews on or around April 7th, 2014.

Contact information and questions:

For questions regarding this position, please contact: recruitment@childtrends.org, referencing the position in the subject line. You can also contact Shelby Hickman, Research Analyst at Child Trends (shickman-AT-.childtrends.org) and reference FAQ’s about the Summer Research Fellowship Program. No phone calls please.

Note: The National Research Center on Hispanic Children and Families is committed to enhancing diversity within the field. Minority individuals are encouraged to apply. Child Trends is an Equal Opportunity Employer.

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<tr>
<th><strong>Job Function:</strong></th>
<th>Research</th>
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<tbody>
<tr>
<td><strong>Desired Class Level(s):</strong></td>
<td>Masters Candidate, Doctoral Candidate</td>
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<tr>
<td><strong>Duration:</strong></td>
<td>12 weeks</td>
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<td><strong>Qualifications:</strong></td>
<td>See Job Description</td>
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Solar Outreach and Policy Internship - Summer 2014
The Solar Foundation

Position Type: Summer Internship
Desired Major(s): Public Policy

Location: Washington, District of Columbia (United States)

Description: The fellow will conduct research, generate content, and perform other duties as assigned in support of The Solar Foundation’s current and planned projects. Duties will mainly involve:
• Conducting policy research supporting the creation of outreach and educational materials as part of our role in the U.S. Department of Energy’s SunShot Solar Outreach Partnership (www.solaroutreach.org)
• Providing research support on various labor market, solar schools, the health and environmental benefits of solar, or other projects as needed.

The fellow will have an opportunity to be a part of a national research and education organization, participate in cutting-edge solar industry research, and help shape the future of the industry. The Solar Outreach and Policy Fellow will:
• Be exposed to economic, policy, and regulatory research areas
• Apply and refine their understanding of policy analysis, industry economics, and energy markets
• Connect with thought leaders in the private, non-profit, and public sectors

Job Function: Research, Other
Desired Class Level(s): Junior, Senior, Masters Candidate
Duration: 3 months
Approximate Hours Per Week: 20-40

Qualifications: Ideal candidates will be available for a minimum of 20 hours per week for at least 3 months and demonstrate a passion for solar energy. Excellent research and writing skills are a must. Candidates should also keep up with renewable energy news and have the ability to multi-task in a fast-paced environment. Computer literacy (online research, familiarity with Microsoft Office Suite) is expected.
Intern Summer Semester 2014
U.S. Department of the Treasury (IRS)

Position Type: Summer Internship

Location: Washington, District of Columbia (United States)

Description: The Department of Treasury’s Headquarters Management & Budget Office is seeking interns for this Spring. Applicants should be eager to learn more about the federal budget and performance management process and want to be part of a hardworking team, dedicated to public service. Under the Assistant Secretary for Management, the Office of the Deputy Assistant Secretary for Management and Budget is responsible for the internal management and policy of the Department in the areas of budget formulation, execution, performance management and strategic planning. Additional information about actual day-to-day duties is available upon request.

Successful applicants will be highly interested in public policy, and federal financial management and performance. We are seeking graduate students, but highly qualified undergraduate students may also apply.

Educational Merit: Interns will receive regular mentoring from the office intern coordinators. Our office encourages an open question and answer environment.

Job Function: Management/Administration, Other

Duration: Summer Term 3 months

Approximate Hours Per Week: 28-40

Qualifications: Qualifications
Applicants must be undergraduate or graduate students who are currently enrolled in an accredited college or university at the time of the internship (or during the semesters preceding and following a summer internship) and have completed at least one year of college. Interns should be interested in government and have excellent writing and research skills, a positive attitude and a willingness to complete tasks as assigned, including administrative work. Interns work on substantive, and often office-critical material in the fields of departmental budget formulation, execution, performance management, and topical writing. Administrative work is generally less than 20% of total workload. Interns must be flexible, organized, and able to
work in a fast-paced environment with proven ability to take initiative and work both individually and collaboratively with team members. Interns must be able to report to work in downtown, Washington, DC.

Program Outline
In order to best accommodate all applicants, internship sessions are scheduled both on academic semesters and during the summer, based on their academic institution’s credit system. Internships are unpaid but are available for school credit if approved by a college/university. The Summer internship is available to students who can commit either: 3 or more full days of work per week during office hours, or a combination of shifts totaling 27 or more hours per week during office hours. Office hours are 9-5:30, M-F.
Internships are writing intensive and successful applicants will exhibit strong written and verbal communications skills.

Application Procedure
Required Documents: Unofficial Transcript; Writing Sample; Resume
Acceptable/Suggested Supplemental Documents: Cover Letter; 1-2 sentence (maximum) statement of purpose, or explanation of why this position appeals to you
Apply via email to DASMBInternship@treasury.gov

Applications will be considered on a rolling basis, in the order in which received.