University of Maryland
4 Job Postings For March 2015
Housing Research Intern
National Housing Conference

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

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

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

**Description:** The Center for Housing Policy is the research division of the National Housing Conference, and specializes in developing housing policy solutions through research. In partnership with NHC and its members, the Center works to broaden understanding of the nation’s housing challenges and to examine the impact of policies and programs developed to address these needs. The Center’s current research is focused on housing affordability, inclusionary zoning, housing and transportation, housing and health and housing for older adults. Please visit www.nhc.org/publications for examples of the Center’s work.

The Center is looking to hire a graduate-student intern for the summer to assist with on-going research projects. Well-qualified candidates will have a strong background in housing, community development, and/or planning policy. We are particularly interested in interns with an interest in inclusionary housing or housing and transportation. Candidates should be highly motivated and self-directed and should have a strong interest in research. Interns will be part of specific on-going research that will culminate in a report, conference or other product. The internship will be approximately 12 weeks and will require the intern to work on-site at the National Housing Conference (1900 M Street, NW, Washington DC) at least 20 hours each week. The internship pays $15.00 per hour.

**Job Function:** Research

**Desired Class Level(s):** Masters Candidate, Doctoral Candidate

**Duration:** 12 weeks

**Approximate Hours Per Week:** 15-20

**Salary Level:** $15/hour

**Qualifications:** Well-qualified candidates will have a strong background in housing, community development, and/or planning policy. We are particularly interested in interns with an interest in housing and health, housing and transportation or inclusionary housing. Candidates should be highly motivated and self-directed and should have a strong interest in research.
Summer DC Internships with the Center for Effective Government
Center for Effective Government

Position Type: Summer Internship

Desired Major(s): All Majors

Location: Washington, District of Columbia (United States)

Description: For more than 30 years, the Center for Effective Government has been at the forefront of fighting for social justice and the public interest. Nationally known and impactful beyond its size, the Center strives for an open, effective government that invests in the common good, protects people and the environment, and advances the national priorities defined by an active, informed citizenry. We build broad-based coalitions to advance these values, create tools to encourage citizen participation in our government, work with policymakers to develop reform proposals, and publish research reports. This work is widely used by partners and allies, and it has been featured by MSNBC, CNN, C-SPAN, NPR, USA Today, the Wall Street Journal, The New York Times, The Washington Post, prominent online outlets such as The Huffington Post, and a wide selection of regional, state, and local papers, radio outlets, and television stations.

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 government that proactively discloses useful information to citizens so they can safeguard the well-being of their families and communities; a robust regulatory system to protect the health and well-being of the American people; 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 each academic semester and have flexible start and end dates. Visit http://foreffectivegov.org/internships for more information on our internship program.

Summer 2015 Internships
• Environmental Right-to-Know Policy Internship: Support the Center’s work to make sure that citizens have a right to know about environmental dangers in the communities, 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, Public Protections Outreach 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.
• Development and Fundraising Internship: The intern will draft funding proposals and reports; 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 Research Internship: The intern will research how policies enacted over the years because of social justice movements have improved the lives of Americans and our democracy; look at the work of current social justice organizations and the cutting edge ideas and policies they are promoting; and help build and refine the Center’s database of progressive organizations to facilitate interactions between social justice organizations and activists.

Visit http://foreffectivegov.org/internships#AvailableInternships for more information on each of the internships listed above.

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 intern at least 16 hours per week.

How to Apply

Email the following to Rick Trilsch, Internship Director, at internships@foreffectivegov.org with “Summer 2015 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; and a
- Writing sample - can be from coursework or other experience addressing a U.S. public policy issue. Preferably the writing sample should be less than four pages.

The Center for Effective Government encourages minority applicants and veterans to apply. We do not discriminate on the basis of race, color, national or ethnic origin, religion, sex, age, handicap, pregnancy, sexual orientation, or veteran status. EOE

www.foreffectivegov.org/internships

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<th>Job Function</th>
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<td>Desired Class Level(s)</td>
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• Enrolled in or recently completed an undergraduate or graduate program.
• Available to intern at least 16 hours per week.
Brent Scowcroft Award Fellow (2012295)
Aspen Institute, 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 Aspen Institute mission is twofold: to foster values-based leadership, encouraging individuals to reflect on the ideals and ideas that define a good society, and to provide a neutral and balanced venue for discussing and acting on critical issues.

The Aspen Institute does this primarily in four ways:

- Seminars, which help participants reflect on what they think makes a good society, thereby deepening knowledge, broadening perspectives and enhancing their capacity to solve the problems leaders face.
- Young-leader fellowships around the globe, which bring a selected class of proven leaders together for an intense multi-year program and commitment. The fellows become better leaders and apply their skills to significant challenges.
- Policy programs, which serve as nonpartisan forums for analysis, consensus building, and problem solving on a wide variety of issues.
- Public conferences and events, which provide a commons for people to share ideas.

The Institute is headquartered in Washington, DC, and has campuses in Aspen, Colorado, New York and on the Wye River near the shores of the Chesapeake Bay in Maryland

**Position Title:** Brent Scowcroft Award Fellow
**Program/Dept:** Aspen Strategy Group
**Position Location:** Washington, DC
**Reports To:** Deputy Director and Associate Director

The Aspen Institute is an educational and policy studies organization based in Washington, DC. Its mission is to foster leadership based on enduring values and to provide a nonpartisan venue for dealing with critical issues. 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.

Aspen Strategy Group The Aspen Strategy Group (ASG), a policy program of the Aspen Institute, is a nonpartisan forum in which preeminent experts and policymakers explore the most pressing foreign policy and national security challenges facing the United States. The Strategy Group convenes annually in Aspen, Colorado, as well as various international locations, to hold strategic discussions on issues that affect American interests at home and abroad.

The ASG launched the Brent Scowcroft Award Fellowship (BSAF), a paid internship program, in recognition of ASG Co-Chairman
General Brent Scowcroft’s dedication to the ASG over the years, as well as his legacy of distinguished public service. Now in its twelve year, the six-month fellowship is designed to provide the first stepping stone for recent graduates with a keen interest in foreign policy by way of direct exposure to the types of critical, thoughtful, and bipartisan discussions that characterize the ASG’s dialogues.

A collaborative, small-team, and fast-paced environment is the setting for the fellowship. As the team prepares for each meeting, the ASG entrusts with its BSAF fellows a high level of responsibility. Therefore, we seek candidates with the ability to work efficiently as part of a team and independently to ensure the success of the ASG’s various activities.

Fellowship for April 2015 – October 2015 (Six months)

Essential Duties and Responsibilities

Under the supervision of the Deputy Director, provide a wide range of administrative and logistical support in preparation for various meetings, namely the ASG Summer Workshop, the ASG’s track II dialogues with China, India, and Brazil, and the Aspen Ministers Forum
Generate conference materials and manage information vital to conference planning
Draft correspondence for communication with meeting participants and outside vendors
Conduct background research and proofread written materials and publications
Assist in the writing of grant proposals and reports

Job Function: Administrative/Support Services, Management/Administration

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

Duration: 6 months

Salary Level: DOE

Qualifications: Desired Qualifications

Meticulous attention to detail
Ability to work as a team player within a small-team environment;
Ability to multi-task and take initiative in problem solving; Strong work ethic, with a keen understanding of protocol
Excellent communication and writing skills
Proficiency with, or easy ability to learn, tools such as Squarespace and Adobe InDesign; Social media tools such as Twitter and Hootsuite; Event registration/survey tools such as Wufoo
Prior office experience, especially in events management, is preferred but not required
Outstanding academic record in the field of International Relations, Political Science, Economics, etc., along with a long-term interest in working in the field of U.S. foreign policy, is desirable.

To Apply

Visit the Aspen Institute’s career page and follow the instructions to submit a cover letter and resume. The Aspen Strategy Group strongly encourages candidates from under-represented
backgrounds to apply. Please submit the following materials: 1) a resume (listing at least two referees’ contact information); 2) a cover letter; and 3) a writing sample (no longer than 5 pages). Please note that the fellowship will commence in April 2015 and come to an end upon completion of 1000 work hours or six months, whichever comes first. If you have trouble uploading any portion of the application processes, please try using the escape key to exit the screen. Your document should then safely upload. No phone calls or emails.

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.
Research and Publications Summer Intern
Environmental Law Institute

Position Type: Summer Internship, Internship (Fall or Spring Part-Time), Co-op (Fall or Spring Full-Time)

Location: Washington, District of Columbia (United States)

Description: For over four decades, the Environmental Law Institute (ELI) has played a pivotal role in shaping the fields of environmental law, policy, and management, both domestically and internationally. For more information on the Institute, visit http://www.eli.org.

ELI seeks individuals to support the research and publications departments of the Institute. Interns work directly with staff attorneys, editors, scientists, and economists on a variety of projects. Substantive areas of focus include: land use policy, public participation in environmental regulation, biodiversity, air quality, public health, hazardous waste and brownfields, wetlands and watershed policy, international environmental policy, armed conflict and the environment, environmental management systems, and environmental enforcement.

Interns conduct library and internet research, attend and report on outside events, review, edit, and summarize scholarly material, assist with preparation for environmental training courses, conduct telephone interviews, and perform various administrative tasks. ELI integrates interns into the day-to-day operations of the Institute, and interns are encouraged to attend ELI policy events and meetings.

Positions are available throughout the academic year (minimum 15 hours/week) and during the summer (full-time). Candidates should possess superior research, writing, and interpersonal communication skills, as well as a strong desire to gain knowledge of the environmental field. A strong academic background is required, but specific environmental experience is not mandatory. Applicants must have completed freshman year of college. Compensation is not available, but a small transportation stipend is provided.

Applications for the spring semester will be accepted on a rolling basis until April 1, 2015. To apply, send a cover letter explaining interest and availability, resume (include overall GPA), and 3-5 page analytical writing sample to: internsearch@eli.org.

ELI is an equal opportunity employer strongly committed to providing equal opportunity and to achieving an inclusive, diverse workforce that values every individual. Minority candidates are encouraged to apply.

Job Function: Administrative/Support Services, Agriculture/Natural Resources/Environment, Communication, Consulting, Engineering, Management/Administration, Research, Sciences, Other
Approximate Hours Per Week: 15 hours/week minimum

Salary Level: Compensation is not available, but a small transportation stipend is provided.