

LIBRARY HELP BOOKS

Career Services maintains a modest library of books that might help you find a job with a DC-based government agency or a think tank. These books are available for check-out, but they must be returned within 2 weeks so another student can take advantage of them. Thank you, in advance, for adhering to our honor system.

- ⑤ **Government Job Finder** by Daniel Lauber. 2002 tools for finding jobs and getting hired in local, state and federal government.
- ⑤ **2003 Policy Experts: The Insider Guide to Public Policy Experts and Organizations** by The Heritage Foundation.
- ⑤ **The Directory of Federal Jobs & Employers** by the Krannichs.
- ⑤ **Find a Federal Job Fast** by the Krannichs.
- ⑤ **Career Opportunities in Politics, Government and Activism** by Joan Axelrod-Contrada, Foreword by Senator John Kerry.
- ⑤ **America's Top Internships (2000 ed.)** by Mark Oldman and Samer Hamadeh (The Princeton Review)

- ⑤ **The Book of US Government Jobs** by Dennis V. Damp
- ⑤ **Electronic Federal Resume Guidebook** by Kathryn Kraemer Troutman
- ⑤ **Federal Resume Guidebook** by Kathryn Kraemer Troutman
- ⑤ **Ten Steps to a Federal Job** by Kathryn Kraemer Troutman
- ⑤ **Washington Internships in Law and Policy 2004** by Career Education Institutes

INTERNSHIP JOB LINKS

There are literally thousands upon thousands of internships available to you. This is just a starter list – it will be updated regularly with new opportunities highlighted. Most positions are unpaid, but some have stipends or are salaried. Those are denoted with “\$\$”. Happy hunting!

And, as always, please let us know if you find great sites that are missing or you have format changes to recommend.

GENERAL CLEARINGHOUSES

Check out **Monster Public Service Internships**, **StudentJobs.gov** and **Yahoo Internships Directory**.

Also look at intern reviews at www.princetonreview.com.

Republican Clearinghouse:

http://www.theihs.org/libertyguide/jobbank/do_searchrecords.php?searchterm=&job_type=Internship®ion=&submit=Search

List from Cal Berkeley: <http://career.berkeley.edu/PublicPolicy/Listings.stm#current>

From Princeton Review: an interesting site with broad coverage:

<http://www.princetonreview.com/cte/search/careerResults.asp?search=foreign+&view=intern>

And don't miss their internship advice columns:

<http://www.princetonreview.com/cte/articles/internships/internAdvice.asp>

MonsterTrak:

<http://www.monstertrak.monster.com/seekers/firsttimers.html>

Internship Programs.com

The Globalist: Combining cutting-edge analysis with first-rate storytelling, **The Globalist** covers the most important issues, people, companies and organizations shaping the global economy, politics and culture, and offers **employment and internship opportunities** for several different majors

AMERICAN POLICY

Clearinghouses:

House Policy Committee, Washington DC Organ of the House Republican Leadership. Monitors emerging policy issues, engages in policy research and development and sponsors forums and publications. Applications available at the website. Contact the Intern Coordinator.

Link for women: <http://www.plen.org/interns/program.shtml>

Clearinghouse for DC: http://www.chci.org/chciyouth/internship/intern_dc.htm

Huge listing of US internships: <http://www.internships-usa.com/Policy2000/>

Call-to-Serve: http://www.ourpublicservice.org/info-url3743/info-url_show.htm?doc_id=144546

Federal Employment: Student Opportunities

Opportunities:

The Center for Environmental Citizenship (CEC) is always looking for motivated student interns to be part of our team in Washington, DC; Denver, CO; Seattle, WA; and Boston, MA. CEC internships are an exciting and fun opportunity for students to gain hands-on experience in environmental, political, media and non-profit work.

American Enterprise Institute: www.aei.org DC Think tank. 40 positions available – we have had several students intern here. Cover letter, resume, transcript and writing sample. **Deadline: 4/01** *Description:* AEI provides students with an opportunity to work with some of America's most renowned scholars, economists, legal scholars, political scientists, and foreign policy specialists doing research on current public policy questions. Benefits: Complimentary breakfast and lunch are offered daily. *To Apply:* Send a cover letter, resume, and writing sample to: Intern Coordinator, AEI | 1150 Seventeenth Street, N.W. | Washington, D.C. 20036 or fax to 202.862.7178. : <http://www.aei.org/about/contentID.20038142214000059/default.asp>

American Conservative Union: www.conservative.org The nation's oldest conservative lobbying group. Stress Economics and legislative research.

\$\$ Advocacy Institute: www.advocacy.org (DC) Program areas: leadership, smoking control, gun violence, electronic advocacy, transportation. Stipend of \$1000/month.

\$\$ American College of Obstetricians and Gynecologists: www.acog.org/goto/congress
Contact Ms. Laura Prebeck, Legislative Assistant. Lobbyists for women's health issues.

\$\$ American Legislative Exchange Council: www.ALEC.org a bipartisan membership organization of legislators who communicate through ALEC conferences and publications. The internship is full-time in the summer and pays a small food and commuting stipend.

\$\$ American Petroleum Institute: Trade advocacy group representing oil industry. Stress Economics, although less quantitative researchers are also valued. Contact Ms. Robin Scaffler, Human Resources Coordinator: (202) 682-8389.

\$\$ American Arab Anti-Discrimination Committee: www.adc.org. (202) 244-2990. Arab-American civil rights. Application on the web. \$1,000 stipend.

\$\$ Arab American Institute: www.arab-aai.org Contact Dianne Davidson, Internship Coordinator. Clearinghouse for Arab-American participation in American government and politics. (202) 429-2910. Must work at least 6 weeks, 20 hrs/wk.

\$\$ Center for Defense Information: www.cali.org. (202) 332-0600. Provides up-to-date public information on defense issues and policies to the press and public – lots of TV and media writing and production. \$750/month. Contact Ms. Moon Callison, Producer.

\$\$ Center for Democracy: www.centerfordemocracy.org. Non-profit advocacy and litigation, especially focused on elections and citizen education. \$10/hr. (202) 429-9141; fax (202) 293-1768. Attn: Ms. Lauren Maza, Intern Coordinator. Send resume, cover letter and writing sample.

\$\$ Center for Law and Social Policy: www.clasp.org. Public policy research and advocacy – low-income families with children. Hire 2 interns for the summer: \$2,500/month. **Deadline January 31st**. (202) 906-8001. Alan W. Houseman, Executive Director. Resume, 2 references and a writing sample. Email: ahouse@clasp.org.

\$\$ Center for Science in the Public Interest: www.cspinet.org. Research into the effects of science and technology on society. Focused primarily on health and nutrition and “flawed science propagated by profits”. \$6 – 7/hour. Cover letter, resume, writing sample, references and transcript. (202) 3329110; fax: (202) 265-4954. Janet Caputo, Human Resources Director.

\$\$ Center on Budget and Policy Priorities: www.cbpp.org/internship.html. Non-partisan think tank. Topics include Federal Legislation, Income Security Policy, Budget and Tax Policy and state and local initiatives. **Deadline March 15th**. \$7.50 - \$10/hour. Contact the intern coordinator.

\$\$ Concerned Women for America. www.cwfa.org. The nation's largest faith-based advocacy group in support of women's issues. Not interested in Economists. \$125/wk. Ms. Sara Pfeiffer, Assistant to the Executive Officer.

\$\$ Congressional Black Caucus (some summer fellowships):
http://www.cbcfinc.org/Congressional_Fellows.html.

Department of Transportation, Office of Hearings. www.dot.gov/ost/Hearing. Need one year of law school. Hold hearings under the Administrative Procedure Act for the FAA. Contact Hon. Bonnie Yoder, Chief Administrative Law Judge.

1\$\$ Emily's List: Fundraising. Good exposure for Democrats. \$500/month stipend.

Deadline Aprilst. Send application, resume and a personal statement telling what you hope to learn here. Ms. LeTresa Swearingen, Internship Coordinator. Fundraising organization for

Pro-Choice Democrats. Fax: (202) 326-1415. Address: 805 15th Street NW, Suite 400, Washington DC 20005.

\$\$ Families USA: www.familiesusa.org. National healthcare advocacy group fighting for affordable housing and long-term care. Interns in government affairs work closely with legislators on the Hill. Field interns work with state and local groups. Pays \$6.25/hr. (202) 628-3030. Cover letter, resume, 3-5 page writing sample and 3 references to Ms. Astrid Schmidt, Intern Coordinator.

\$\$ Federal Election Commission, Office of the General Counsel. www.fac.gov. Administration and enforcement of US election laws – law students preferred. Pays GS-7 scale for interns. Andrea G. Pineda, Special Assistant General Counsel. (202) 694-1650.

\$\$ National Center for Policy Analysis: www.NCPA.org. Think tank dedicated to private sector solutions for domestic problems. \$10/hour. **March 1st deadline.** Cover letter and resume to Anna Frederick, Research Associate (202) 628-6671.

White House Internships: <http://www.whitehouse.gov/government/wh-intern.html>. Katia Delrahim did an internship here last summer and is now working there full-time. Check it out.

Johnson Space Center NASA Co-op internship program

The Environmental Careers Organization. Note that the Environmental Defense Fund pays stipends to graduate students. Their contact is Susan Harvey, Manager of Recruitment and the deadline is January 30th.

FBI Intern Programs

EPA: The Washington Center for Internships and Academic Seminars Scholarships Available for College Students Interested in Interning at the U.S. Environmental Protection Agency in Washington, DC! <http://www.twc.edu/newsletter/epanew.htm>

Judicial Watch DC Three Internships: Looking for Development Intern, Media Intern, & Legal Intern

Description: Judicial Watch, a public-interest law firm investigates and prosecutes corruption among politicians, judges, government employees and lawyers.

- 1) Development Intern: Direct mail campaigns, monthly newsletter publication. Marketing students are encouraged to apply, especially with design experience.
- 2) Media Intern: Journalism experience is preferred in daily media productions. Tasks include writing press releases, archiving former news coverage, building relationships with DC press personalities and outlets.
- 3) Legal Intern: Previous legal research experience is preferred to help complete document research, citation checking, proofing or briefs and Freedom of Information Act requests.

To Apply: Contact Elizabeth Genco, Assistant to the Chief of Staff & Internship Coordinator at 202-646-5169 or at egenco@judicialwatch.org.

\$\$ Institute for Defense Analyses (IDA) IDA hires several paid student interns at its Virginia facility to work for approximately 12-18 weeks during the summer months. Each intern is assigned to work with members of the IDA research staff on interesting and challenging tasks associated with various research studies involving national security. Deadline: **March 1st** To apply, please send your resume with cover letter to: resumes@ida.org | fax: 240-282-8314 Website: <http://www.ida.org/IDANew/Employment/interns.html>

Congressional Institute The Congressional Institute focuses on policy development and strategic planning within Congress. *Requirements:* Good writing and communication skills and an interest in legislative and public policy issues.

Description: Interns may work on any of the following projects:

- . • Work on content and design of the Institute's Web pages
- . • Research various public policy issues of particular concern to the U.S. Congress, utilizing such resources as the World Wide Web, the Library of Congress, publications from established think tanks and speech and debate transcripts from Institute-sponsored events.
- . • Help organize seminars that allow Members of Congress, congressional staff and business leaders access to such research

• Edit transcripts, database entry and perform routine office tasks *To Apply:* Send application, resume, writing sample and a letter of recommendation or list of references to: Karen Bronson | The Congressional Institute 401 Wythe Street #103 | Alexandria, VA 22314. Phone: 703-837-8812 | Fax: 703- 837-8817 **U.S. Department of Health and Human Services Center for Faith-Based and Community Initiatives (CFBCI) Program and Policy Interns** *Requirements:* Intern should have a strong interest in contributing further social service policy and public health goals. The applicant should have strong computer, writing, and communications skills. *To Apply:* e-mail or fax resume and cover letter to Megan Brimhall | Intern Coordinator | Center for Faith-Based and Community Initiatives U.S. Department of Health & Human Services. Phone: 202-358-3595 | Fax: 202-401-3463 | megan.brimhall@hhs.gov

The Heritage Foundation Government Relations Intern Considerable research based on both Capitol Hill and the Executive Branch. Daily responsibilities include conducting internet and media research, gathering news and information, creating and maintaining Excel worksheets, creating power point presentations, planning events, tracking phone calls, faxing, and conducting general office needs. *To Apply:* E-mail Cover letter, resume, resume, references, and writing sample to Elizabeth Williams, Intern Coordinator at Elizabeth.Williams@heritage.org. Phone: 202-608-6032.

\$\$ Urban Institute Research Assistant Assisting senior researchers in various policy areas such as housing, welfare, population studies, health, and education policy. Conduct literature reviews, analyses and programming tasks, as well as participate in reporting research findings and presenting data. To apply, fax cover letter, resume, and copy of transcript(s) to (202) 887-5189.

U.S. Department of Homeland Security The materials for the 2005 competition are currently under review and have not been posted yet. Once finalized, they will be published at www.orau.gov/dhsed/. We anticipate that the website will be updated later this month or in

November. Please monitor the website on a regular basis to gain access to the latest information. Apply now and be part of a new and exciting education program sponsored by the U.S. Department of Homeland Security. Areas of study include physical, biological, social and behavioral sciences including science policy, engineering, mathematics, and computer science. Use this link for more details and the application.

<http://www.orau.gov/dhsed/04ugrad.htm>

The Fund for American Studies – Washington, DC Learn, and Intern in Washington, DC, a summer program in which students can gain real-life experience and training for the political atmosphere. Offered in the following Institutes: comparative political and economic systems, political journalism, business and governmental affairs, philanthropy and voluntary service, and spring capital semester. Each Institute offers classroom study, internships and special events. The summer's experience will be held from June 4 through July 30, 2005 with an early application deadline of January 15, 2004. The spring capitol semester runs from January through May 2004 with an application deadline of November 30, 2004. For further information about The Fund for American Studies, visit www.tfas.org. For application guidelines, see www.dcinternships.org. CONTACT: Peter Van Emburgh, Manager/Recruiter: The Fund for American Studies, 1706 New Hampshire Ave., NW, Washington, DC 20009. (800) 741-696 FAX : (202) 318-0441 admissions@tfas.org. www.tfas.org or www.dcinternships.org

USDA Forest Service Degree(s): Bachelors Masters PhD 10342 Hwy 89 North **Major(s):** Any Major Truckee, CA 96161 **Internships/Summer Jobs:** Internships, Summer www.fs.fed.us/fsjobs/forestservice/openings.html Jobs, Permanent, Part time, Temporary

Description: Welcome to the Great Outdoors!
We

offer a variety of employment opportunities (both paid and unpaid) ranging from student programs to volunteer programs, and full time employment for men and women with skills in several hundred areas.

USDA Forest Service employees have been on the front line of conservation, intelligent resource utilization, and wilderness management.

Work Authorization: US Citizens Only

Locations: Throughout the United States

Paid Position(s)

INTERNATIONAL AFFAIRS

Clearinghouse:

Foreign Policy Association:

http://www.fpa.org/search_site2413/search_site_list.htm **Foreign Policy:**

http://www.fpa.org/jobs_contact2423/jobs_contact_results.htm

Opportunities:

12/13 from fpa

Public Relations/Editing Internship - Washington, DC

IFES Democracy at Large

<http://www.ifes.org>

About IFES: IFES is an international, nonprofit organization that supports the building of democratic societies. IFES provides targeted technical assistance to strengthen transitional democracies. Founded in 1987 as a nonpartisan, nonprofit organization, IFES has developed and implemented comprehensive, collaborative democracy solutions in more than 100 countries.

About the Position: Two part-time (10-30h/week), unpaid Public Relations/Editing internship positions open for SPRING SEMESTER 2005. The interns will work under the supervision of the Press Officer and the Editor in IFES' Communications division.

Responsibilities:

- . • Providing administrative support on assigned projects, including, but not limited to maintaining and growing IFES' media contact database, compiling and distributing quarterly IFES Communication Reports, internally soliciting for and writing news items for IFES' web site (www.ifes.org), assisting with various audio/visual presentations, maintaining a filing system, scanning, photocopying, and faxing;
- . • Attending and reporting on meetings and other discussions about assigned countries/projects;
- . • Daily tracking of current events affecting the reach of democracy worldwide;
- . • Identifying, in consultation with staff, the most significant developments (positive or negative) in the worldwide spread of democracy each quarter;
- . • Conducting research on the theory and practice of democracy promotion in order to identify possible articles for IFES' magazine democracy at large; and
- . • Copyediting and/or proofreading documents for democracy at large or IFES programs.

Qualification:

- . • Undergraduate or graduate students currently enrolled at an accredited college or university, pursuing a degree in media/public relations or journalism.
- . • Excellent organizational, writing, research, and communication skills, proficiency with Word and attention to detail are required.
- . • Ability to meet deadlines and to prioritize and manage several projects simultaneously is essential.
- . • At least intermediate knowledge of a foreign language, both written and spoken, is helpful.

Applying: To apply please send your resume and cover letter to jobs@ifes.org referencing Job Requisition #60-04 PR Intern in the e-mail subject line. Contact Information: jobs@ifes.org
Email: jobs@ifes.org



IMCC Internship - Washington, DC area

<http://www.tppallc.com>

Job Description: IMCC is an international consulting firm specializing in: Financial Services, Business Development, National Accounts and statistical policy, and Translation of

Environmental Technologies for sustainable development. Strong business relationships with the World Bank. The Asian Development Bank, the Inter-American Development Bank, USAID and the African Development Bank. Looking for a research intern. Strong Economics and/or international development. Strong computer skills required. Contact: esigmon@imcc.com. Eric B. Sigmon. **Apply January.**

**Asia Division Internship -
Washington, DC International
Republican Institute**

www.iri.org

The intern responsibilities will include:

- . • Assist Division staff with program activities and training missions.
- . • Provide administrative support (mail, faxes, filing, travel arrangements, organizing events).
- . • Research a variety of topics for briefing papers, program proposals and reports.
- . • Attend meetings and briefings on the Asia region.
- . • Perform other duties as assigned.

To apply, please send resume and cover letter to "Asia Division Internship" via fax: (202) 408-9462, or email: asia@iri.org (note position title in subject line). No phone calls, please. IRI is an Equal Opportunity Employer.

Qualification:

Applications are invited from undergraduate or graduate students who have knowledge or significant interest in politics or international affairs. Political party, campaign, or legislative experience preferable.

Regional knowledge and language skills are desirable, but not essential. These are part-time positions

for spring 2005, with possibility for extension. IRI regular office hours are 9 a.m. to 6 p.m.

Email: asia@iri.org

Apply by: February 1st

Summer Internship

Women for Women International. Unpaid - runs from June through mid-August. Deadline of March 1st. The jobs post on February 1st. Contact Alysha B. Warren, Human Resources and Administration Manager awarren@womenforwomen.org or humanresources@womenforwomen.org.

Summer Internship

International Trade Association of the Department of Commerce has openings for part-

timeinterns in the Biotech and Pharmaceuticals Division. Opportunities for research – fast-paced, deadline-oriented. Need excellent communication skills. Prefer language proficiency in Spanish, Russian, Chinese or French. Unpaid but lots of networking opportunities. Must be a US citizen. Send brief cover letter and resume to: Kristie Mikus: fax (202) 482-2565 or email: Kristie_Mikus@ita.doc.gov.

Australian Embassy, Washington DC Work in Congressional Liaison, Public Affairs or Cultural Relations departments. April 1st deadline. Submit resume and cover letter to: Internship Coordinator, Australian Embassy, 1601 Massachusetts Ave NW, Washington DC 20036. (202) 797-3071 fax: (202) 797-3414.

Atlantic Council, Washington DC Nonprofit, non-partisan think tank, works in the area of Atlantic cooperation, NATO and Collective Security. internships@acus.org. Contact the Internship Coordinator.

Center for Strategic and International Studies, Washington DC Public policy research institute. Work in one of six regional programs, six functional programs or in administration. Requires a 16-week commitment. Rolling deadlines, but the **last date for summer is April 1st**. Minimum GPA = 3.5 in your major. (202) 887-0200.

Washington Institute for Near East Policy, Washington DC Public educational foundation dedicated to scholarly research and informed debate about US policy in the Middle East. Apply for the position of “Research Intern”. **March 1st deadline**. Send a cover letter and resume to: Patrick Clawson, Director for Research, The Washington Institute for Near East Policy, 1828 L Street NW, Suite 1050, Washington DC 20036.

The Washington Office on Africa, Washington DC Advocacy group promoting a “just” American policy toward Africa. Monitors Congressional legislation; issues action alerts and publishes Washington Notes on Africa. 12-week commitment. For application write the Internship Coordinator: 212 East Capitol Street, Washington DC 20013 (202) 547-7503.

Washington Office on Latin America, Washington DC Advocacy group promoting human rights policies toward Latin America. Monitors Congressional legislation; issues action alerts and publishes three times a year. 10-16 week commitment. For application write the Internship Recruitment Coordinator: 1630 Connecticut Avenue NW, Washington DC 20009 email: wola@wola.org.

The European Union, Washington and New York
Check out the website.

Institute for Policy Studies, Washington DC

Prestigious and highly-competitive for 20-30 positions. Unpaid. 10-15 week full-time commitment. Independent think tank. Do NOT apply electronically. Download an app from the website.

\$\$ Africare: www.africare.org Internships are in DC for a three-month period. We have a student who completed one. Contact Mr. Joseph Kennedy, Director of International Development. Stipend.

\$\$ Amnesty International Deadline: **April 15**

Website: <http://www.amnestyusa.org/activism/volunteer.do> Worldwide human rights issues and advocacy. Small stipend.

If you are interested in New York internship opportunities, please forward your resume to: Internship

Coordinator, AIUSA, 322 8th Avenue, New York, NY 10001.

Inquiries regarding internship positions outside of New York should be directed to the appropriate

regional office: Mid-Atlantic Regional (202) 544--0200

Legislative Office (DC) (202) 544-0200

\$\$ BASIC British-American Security Information Council: www.basicint.org. Issues of policy and

security in a post Cold War world. Contact the Internship Coordinator. We have students who have

interned here and can give you tips. The jobs involves directly influencing policy makers. Small stipend.

Center for Strategic and International Studies: Public policy research institute supporting legislators on issues of international economics, political-military affairs, business and economic policy, regional studies. Wants strong Econ. Unpaid, but prestigious. Graduate students interested in

gaining practical experience in public policy at an institution dedicated to analysis and policy impact.

Interns may participate in a variety of activities including research, writing and organizing meetings

and events that support the goals of the program they are working with. Deadline: **March 1st**

Contact Information: Ms. Pat Owens. (202) 887-0200; fax: (202) 775-3199.

Office of the Internship Coordinator Center for Strategic and International Studies 1800 K Street, NW Washington, DC 20006 ph: 202-887-0200 | fax: 202-775-3199 | email:

internships@csis.org Website: <http://www.csis.org/intern/minority.html>Contact:

European-American Business Council: www.eabc.org. Transatlantic business organization and advocacy group. Specify interest area: Government Relations or European Affairs

Associate. Unpaid in DC. Cover letter, resume and < 3page writing sample to Michael Bergsman, Manager of Government Relations. Address on website. Fax: (202) 628-5498.

\$\$ The Hudson Institute --<http://www.hudson.org/> -- Paid and unpaid policy research internships are available in Indianapolis, Washington, Montreal, Brussels, Wisconsin, and Michigan (think tank): www.hudson.org. Global economy project, Middle East project, United

Nations Project. **The Hudson Institute: The Program on Transitions to Democracy** Projects focuses on key countries and combines education, research, publication, public forums and international cooperation. It provides scholars, the public, the foreign policy leadership, and the media with objective information and analysis about the complex, often fragile and process of movement from dictatorships of the right and left toward political democracy and market oriented economies. *Description:* Intern's duties include monitoring current events on various topics of interest throughout the Western Hemisphere, Assembling periodic summaries of the current events, in depth research assistance in support of Project reports, and various administrative tasks as necessary. 1) **The Americas Project's Intern Requirements:** Interns should have strong research, analytical, and computer skills and a strong interest Latin America, or issues in the Western Hemisphere. Spanish or Portuguese language skills are desirable. 2) **Russia, China Security and Democracy Project's Intern Requirements:** Interns should have strong research, analytical, and computer skills and a strong interest in China, Russia or North Korea. Chinese or Russian language skills are desirable. 3) **Iran, Iraq, and Middle East Democracy Project's Intern Requirements:** Interns should have strong research, analytical, and computer skills and a strong interest in the Middle East and terrorism. Arabic, Persian, or Urdu language skills are desirable. *To Apply:* Send cover letters, resume, and any writing sample. Fax: (202)223-8537 Attn: Chris Brown or chrisb@hudsondc.org. Any further questions may be directed to 202-974-6445

Institute for Policy Studies (think tank): www.ips-dc.org. Mr. Robert Dujarric, Research Fellow. Foreign affairs and economics. Write books and attend seminars.

Stimson Center (think tank): <http://www.stimson.org/?SN=AB2001110511>

Washington Institute for Near-East Policy (pro-Israel think-tank): <http://www.washingtoninstitute.org/>

Nixon Center (international research – look also at Nixon Library): <http://www.nixoncenter.org/index.cfm?action=showpage&page=Internships>

Organization of American States summer internships: <http://www.oas.org/main/main.asp?sLang=E&sLink=../documents/eng/oporjobs.asp>

International News Agency Internship: http://www.fpa.org/jobs_contact2423/jobs_contact_show.htm?doc_id=251880

National Democratic Institute: <http://www.ndi.org/employment/internships/internships.asp>

Brookings Institute: <http://www.brook.edu/admin/internships.htm>

\$\$ Institute for Humane Studies (paid in DC): <http://www.theihs.org/category.php/19.html?menuid=3>

\$\$ Zero Population Growth: Dedicated to mobilizing national support for low-growth initiatives. \$1190/month. **Deadline: April 1st**. Send cover letter with area of interest, resume, 3 references and 2 writing samples. Contact Internship Coordinator.

\$\$ Woodrow Wilson Center (think tank) Send application form, resume, cover letter, writing sample (3 to 5 pages), transcripts, and two letters of recommendation to: Internships Coordinator, Woodrow Wilson Center, One Woodrow Wilson Plaza, 1300 Pennsylvania Avenue, N.W., Washington DC 20004- 3027. Phone: 202-691-4000 Fax: 202-691-4001 Email: internships@wwic.si.edu <http://wwics.si.edu/index.cfm?fuseaction=internships.welcome>

Women for Women International Deadline: 12/01

The intern will assist with the implementation of the organization's fundraising plan, including donor relations, background research on funding possibilities, supporting the Sponsorship program and other duties as needed. This part-time position is an excellent opportunity for undergraduate individuals interested in pursuing a career in non-profit fundraising, and learning about the day-to-day workings of an international non-profit. *Qualification:* Experience and comfort with computers (especially Access, Excel and the Internet) *Detail oriented *Must be willing/able to take on tasks with minimal supervision *Good organizational skills *Willingness to learn *Strong editing/writing skills *A commitment to Women for Women International's mission and vision. www.womenforwomen.org

To Apply: Send (3) references, a cover letter detailing relevant experience and why you would like to work at Women for Women International and a resume via e-mail (preferred), fax or regular mail to: Intern Coordinator Women for Women International 1850 M Street NW Suite 1090 Washington, DC 20036 Fax: 202-293-0853.

\$\$ Atlantic Council of the US internships: <http://www.acus.org/programs-education-projects-Baker.asp>

Deadline: 3/30

Description: The Atlantic Council of the United States is a non-profit public policy center that advances

U.S. global interests within the Atlantic and Pacific communities. A national and non-partisan organization, the Council actively engages the U.S. executive and legislative branches, the national and international business communities, academia, the media, and diplomats and other foreign leaders. *Qualification:* A strong interest in international affairs is preferable. International Business positions require a background in marketing, corporate relations, and/or planning. International Education positions require an interest in cross-cultural communication and civic engagement. Applicants should possess administrative or office experience, as well as some experience in scholarly research. Course credit may be arranged. *To Apply:* Send cover letter, resume, copy of transcripts, two letters of recommendations, and writing sample to internships@acus.org. Phone: 202-778-4954.

Human Rights Watch NYC, DC, LA Unpaid

DESCRIPTION: Graduate interns monitor human rights developments in various countries, draft reports on human rights conditions, and engage in advocacy efforts aimed at curtailing human rights violations. QUALIFICATIONS: Applicants should be well-organized, self-motivated and reliable, with a strong interest in international human rights. Relevant coursework is highly desirable, and knowledge of foreign languages is a plus. Computer literacy (i.e., Microsoft Office, Internet applications) is required. NOTE: We have several students who have done this – in the US and overseas. Website: <http://www.hrw.org/internships/graduates/graduates.html>

Office of the U.S. Trade Representative DC *Description:* Duties include assisting in responding to correspondence received by the U.S. Trade Representative from Members of Congress, foreign officials, and business leaders. Position also involves assisting in preparing briefing materials and graphics for presentations. *To Apply:* Fax a resume, brief writing sample, and references to Marideth Sandler, Executive Secretariat, USTR at (202) 395- 4549.

MEDIA:

MSNBC Internships: <http://msnbc.msn.com/id/3080682>

National Public Radio: <http://www.npr.org/about/jobs/intern/>

NBC Network internships: http://www.nbcjobs.com/Internship_Program.html

PBS: http://www.pbs.org/aboutpbs/aboutpbs_jobs.html

CNN: <http://www.jou.ufl.edu/people/faculty/chanolmsted/intern.htm>

CSPAN:

http://www.recruitingcenter.net/clients/cspan/publicjobs/CanGetJob.cfm?job_id=10232&req=AS10232

Fox News: <http://www.foxnews.com/projects/internships/>

International News Agency Internship:

http://www.fpa.org/jobs_contact2423/jobs_contact_show.htm?doc_id=251880

The Hill Newspaper **Deadline: March 31st** Familiarize yourself with the newspaper before applying. *Description:* Interns have some clerical duties, including assisting with production on deadline days. These can include Xeroxing, helping to find photographs, couriers material to and from Capitol Hill, assisting reporters with fact-checking, delivering newspapers to the House and Senate media galleries and transcribing interviews. *To Apply:* Send resume and cover letter to The Hill | Att: Managing Editor | Internship 733 15th St. NW | Suite 1140 | Washington, DC 20005

Be sure to include: the semester for which you're applying, the dates of your internship, the days of the week you're available, the hours you are available. *Website:* http://www.hillnews.com/about/abt_internships.shtm

America Abroad Media DC Research Associate/ Intern *Description:* Interns will participate in researching topical issues in US foreign relations, communicating with schools and business contacts in the United States and abroad, conducting development research, and carrying out other administrative duties. Responsibilities include assisting day-to-day operations of *AAM Television* and *America Abroad*, conduct archival research for *America Abroad's* history segment, and development and funding research; Conduct research on topical issues in international relations for Youth SPAN's curriculum; Contribute to *America Abroad* and *AAM Television* media and public relations efforts. *To Apply:* send cover letter, resume via mail or e-mail (subject: Internship) to: Erin Pelton, Associate Project Director | America Abroad Media 1025 Connecticut Ave. NW, Suite 1000 | Washington, DC 20036 e-mail: epelton@americaabroadmedia.org *Job Posting Found at:* http://www.fpa.org/jobs_contact2423/jobs_contact_show.htm?doc_id=232910 *Website:* <http://www.americaabroadmedia.org/>

NON-PROFITS:

Idealist: <http://www.idealists.org/ip/jobSearch/search> Clearinghouse search site, updated daily.

Link for women: <http://www.plen.org/interns/program.shtml> Another clearing house, women only.

Public Policy and Not-for-Profit Internships

\$\$ Institute for Humane Studies (paid in DC):
<http://www.theihs.org/category.php/19.html?menuid=3>

\$\$ Council for a Livable World. Advocacy group to combat nuclear war and other weapons of mass destruction. Interns prepare public education materials, tend the hotlines, and network in the arms control industry. \$1,000/summer. **Deadline is March 1st**. (202) 543-4100. Ms. Eva Blaszczynski, Intern Coordinator.

\$\$ Smithsonian: <http://www.si.edu/ofg/intern.htm>

American Red Cross National Headquarters Internships DEADLINE March 1

\$\$ American Rivers: www.amrivers.org. National Conservation organization that addresses river protection. Full-time summer internship in DC pays \$1,000. Contact Ms. Anne Hoffert, Internship Coordinator (202) 347-7550; fax (202) 347-8559.

\$\$ Center for Food Safety: www.centerforfoodsafety.org. Non-profit environmental advocacy group
– litigation, grassroots campaigns and public education. Especially want law students. \$400/wk. (202) 547-9359; fax: (202) 547-9429. Send resume and cover letter explaining interest in food safety to Ms. Tracie Letterman, Staff Attorney.

Miscellaneous Internship Listings By Interest:

Arts / Cultural

\$\$ The Kennedy Center --<http://www.kennedy-center.org/education/vilarinstitute/internships/> --
The Kennedy Center offers paid internships in a variety of its fields.

National Archives and Records Administration --<http://www.archives.gov> – Site details a wide variety of unpaid internships in archives and history-related work. Includes the presidential libraries, although internships are available directly through the libraries, as well, and those may be paid.

National Endowment for the Arts --<http://arts.endow.gov/learn/Internships.html> – Unpaid internships related to the process of awarding Federal grants offering an overview of arts activities across the country.

\$\$ The Smithsonian --<http://www.si.edu/ofg/resopp.htm#intern> – Paid and unpaid internships in this multi-museum institution.

\$\$ US Holocaust Memorial Museum --http://www.ushmm.org/museum/volunteer_intern/ – Offering a variety of paid and unpaid internships, primarily in Holocaust research.

Community Development

\$\$ Center for Community Change --<http://www.communitychange.org/>

Environment / Science

\$\$ American Academy for the Advancement of Science --<http://fellowships.aaas.org/> --
Offers a variety of fellowship-funded government and policy-related internships for those with scientific background.

American Forests --http://www.americanforests.org/about_us/jobs.php– Opportunities to work for America’s oldest national citizen conservation group

Council on Environmental Quality --<http://www.whitehouse.gov/ceq/intern.html> – Unpaid internships in the Council on Environmental Quality, which is responsible for advising the President and Vice President on national and international environmental policy matters.

Environmental Careers Organization --<http://www.eco.org/> -- Listings of hundreds of paid environmental internships organized by geography.

National Audubon Society --<http://www.audubon.org/nas/hr/internship/epi.html> – Site lists unpaid environmental policy internships. Interns lobby, research, attend hearings, meet with other environmental organizations (representing Audubon in some cases), organize grassroots pressure and/or write memos, briefs, newsletters and other pieces

Resources for the Future --http://www.rff.org/about_rff/fellowships_internships.htm – Offers a variety of environment and policy fellowships, internships, and dissertation support.

\$\$ Save America’s Forests --<http://saveamericasforests.org/assist/internships.htm> – Paid internships available to help this nationwide political organizing campaign working to pass legislation in the U.S. Congress that will protect and restore America’s last wild and natural forests.

Ubiquity --<http://www.geocities.com/RainForest/8974/env7.htm> – A site that lists environmental internships and provides links, other information.

Federal Government

\$\$ Congressional Budget Office --<http://www.cbo.gov/Intern.cfm> – CBO offers paid internships. Information is available through its website.

\$\$ Congressional Research Service --<http://www.loc.gov/crsinfo/> -- CRS offers paid internships that may lead to full-time positions upon graduation. Several of our students have done this.

\$\$ Department of Commerce --<http://ohrm.doc.gov/jobs/Student/info.htm> – Site details a wide variety of paid and unpaid opportunities.

Department of State --<http://www.state.gov/www/careers/rinterncontents.html> – Site explains unpaid international and DC-based internships. Many of our students have done this. Early deadline because of clearance requirements – may be closed. Check with Don Terpstra.

\$\$ Office of Management and Budget --
<http://www.whitehouse.gov/omb/recruitment/internships.html> – Site has information about the paid internships available at this White House agency.

Uncle Sam: Student Internships from the Feds--www.lib.mephis.edu.gpo/intern.htm

U.S. Congressional Internship List: <http://www.politixgroup.com/dcintern/congress.htm>

\$\$ US General Accounting Office--<http://www.gao.gov/jobs>

US House of Representatives--<http://www.house.gov> US Capitol Switchboard: 202-224-3121 If you’re interested in a House internship, the website is a good place to start. Individual pages of different representatives have more detailed information.

US Senate--www.senate.gov

US Capitol Switchboard: 202-224-3121 If you're interested in a Senate internship, the website is a good place to start. Individual pages of different senators have more detailed information.

US Trade and Development Agency --<http://www.tda.gov/abouttda/jobs.html> -- Unpaid internships in a variety of TDA positions, many overseas.

US Trade Representative --<http://www.ustr.gov/about-ustr/interns.html> – Unpaid internships where assignments range from research, analyses, statistics, briefing books, report preparation, meeting and conference planning, letter writing, to covering Hill meetings, hearings, and markups as necessary.

International

Department of State --<http://www.state.gov/www/careers/rinterncontents.html> – Site explains unpaid international and DC-based internships. Closed November 1st.

Human Rights Watch --<http://www.hrw.org/jobs/index.html> – Internship openings vary, though assignments are typically for at least a year. A number of our students have done shorter research projects and loved the experience. Foreign language skills are almost a necessity. Positions are paid.

International Labor Organization (ILO) --

<http://www.ilo.org/public/english/bureau/pers/others/intern.htm> – Offer unpaid positions in fields such as social security, labor economics, labor statistics, labor law, condition of work, women and gender issues, etc. Assignment is in Geneva.

International Organization for Migration --

<http://www.iom.int/en/who/main%5Fvacancies%5Finternship.shtml> – Internships offering small stipends that are designed to provide students with the opportunity to learn about IOM's activities, to gain initial work experience, and/or to prepare for a degree dissertation. We have connections here.

International Red Cross --<http://www.icrc.org/eng> – Paid internship assignments in Geneva.

Institute for Experimental Learning --<http://www.ielnet.org/> -- Offers internships in foreign embassies. Tuition and fees are charged; college credit may be a possibility.

National Democratic Institute for International Affairs --

<http://www.ndi.org/employment/internships/internships.asp> – Paid research positions at this well-respected international think tank. We have alumni here.

Organization for Security and Cooperation in Europe (OSCE) --

http://www.osce.org/employment/internships_n.php3 – Site details unpaid internships in Vienna and other OSCE offices.

US Trade and Development Agency --<http://www.tda.gov/abouttda/jobs.html> -- Unpaid internships in a variety of TDA positions. We have alumni connections here.

US Trade Representative --<http://www.ustr.gov/about-ustr/interns.html> – Unpaid internships where assignments range from research, analyses, statistics, briefing books, report preparation, meeting and conference planning, letter writing, to covering Hill meetings, hearings, and markups as necessary.

Washington Office on Latin America --<http://www.wola.org/> -- Seven unpaid internships that

focus on the effects of U.S. policies on human rights, democratization and economic development in Latin America.

Political – Conservative

American Conservative Union --<http://www.conservative.org/about/jobs.asp> – Site has information about unpaid internships at the nation's oldest conservative lobbying organization.

\$\$ The Heritage Foundation --<http://www.heritage.org/internships/> -- Site lists paid summer internship program that includes seminars and social activities. Huge, formal internship program for undergraduate and graduate policy students. We have some connections here.

Political – Liberal

Center for the Advancement of Public Policy --<http://www.essential.org>– Unpaid internships focused on creating a more just society through (1) humanizing corporations and holding them accountable for their actions, and (2) working for women's equity.

Progressive Policy Institute --http://www.ndol.org/ndol_sub.cfm?kaid=86&subid=62 - Responsibilities may include assisting with press, political outreach, and fund-raising activities, planning events and briefings, providing research support for PPI projects, and helping with general administrative duties.

Research / Think Tanks

B'nai B'rith Center for Public Policy --<http://www.bnaibrith.org> – Unpaid internships that involve research and writing on various topics, attending coalition meetings for the staff, coordinating meetings on Capitol Hill and various Embassies and attending hearings on Capitol Hill

The Brookings Institute --<http://www.brookings.org/admin/employment.htm> -- Offering unpaid opportunities in foreign policy, communications and executive education. Prestigious. We have alumni connections here.

\$\$ Cato Institute--www.cato.org – Dedicated to limited government. Think tank. Designed for talented undergraduates (who are not paid), a few graduate slots are available (and paid). Excellent exposure. Contact: Sheldon Richman, the Internship Coordinator – or ask Geoff Segal for contacts.

\$\$ Center for Law and Social Policy (CLASP) --<http://www.clasp.org> – Stipend-based internships available.

\$\$ Center for National Policy--www.cnponline.org

\$\$ Center for Policy Alternatives --<http://www.cfpa.org/cpa/jobs/index.cfm> – Offers internships for all programs; minority stipends available.

Center for Security Policy --

<http://www.centerforsecuritypolicy.org/index.jsp?section=static&page=intern> – Conservative-leaning organization that assigns interns substantial research projects, from which they must produce reports, issue briefs, memoranda and oral evaluations to the Center's executive staff. We have connections here.

Joint Center for Political and Economic Studies --<http://www.jointcenter.org> – Unpaid positions in an organization dedicated to improve the socioeconomic status of black Americans

through research and information. Internships are available in several departments. See <http://130.94.20.119/intern/index.html> to apply.

\$\$ National Council on US-Arab Relations --<http://www.ncusar.org/internship/index.htm> -- Apply online for a number of internships in Middle Eastern affairs organizations in Washington DC.

Public Forum Institute --<http://www.publicforuminstitute.org/about/employment.htm> – Unpaid positions that may emphasize business, international affairs or domestic politics, depending on the interests of the intern and current Public Forum Institute projects at the time of the internship.

\$\$ The Urban Institute --<http://www.urban.org/jobs/internships.html> – Paid temporary research assignments.

Woodrow Wilson Center --<http://wwics.si.edu/index.cfm?fuseaction=opportunities.welcome> – Unpaid academic research internships in Washington, DC. We have students who have worked here.

Worldwatch Institute--www.worldwatch.org

Additional Internships According to Area of Interest:

Miscellaneous Sites/Resources

Institute for Experiential Learning (IEL)	http://www.ielnet.org
The Washington Center	http://www.twc.edu
CapitolWorks	http://www.capitolworks.com
Washington Intern Foundation	http://www.interns.org

Interest Groups

Access

www.communityjobs.org

EarthNet Jobs

Envirocitizen.org/jobs

Green Dreams Jobs

www.sustainablebusiness.com/jobs

ACLU www.aclu.org Apply for Alan Reitman Internship in Civil Liberties which pays a \$2,000 stipend – prepare a public policy report. (202) 675-2332 Ms. Mary Lasater, Office Administrator.

American Forests www.amfor.org

Amnesty International USA www.amnestyusa.org

Bread for the World www.bread.org

Center for the Study of Social Policy www.cssp.org

Children's Defense Fund www.childrensdefense.org

Coalition to Stop Gun Violence www.gunfree.org

Common Cause www.commoncause.org

Democratic National Committee www.democrats.org Work with state committees in support of Democratic candidates. Unpaid. **Deadline May 1st**.

Democratic Leadership Council www.dlcppi.org

Environmental Defense Fund www.edf.org

Greenpeace USA www.greenpeaceusa.org

National Organization on Disability www.nod.org

Republican National Committee www.rnc.org

Trade Associations

Trade Associations are businesses and various groups that come together under a common cause to lobby for what they see as fair regulation on their products and services.

American Medical Association www.amaassociation.org

Information Technology Association of America www.ita.org

Nuclear Energy Institute www.nei.org

Snack Food Association www.snax.com

News Media Contacts

ABC News Washington Bureau 202-22-7777

CBS News Washington Bureau 202-457-4321

Ganett News Service 703-276-5800

The Hill www.hillnews.com

Knight Ridder Washington Bureau 202-383-6000

Reuters Washington Bureau 202-898-8300

Washington City Paper 202-462-0128