



Internship Opportunity: Convergence, California Office

Convergence Center for Policy Resolution seeks an **Intern** to support Convergence's public policy consensus-building work for both national and California projects. We seek interns with a background in public policy, political science, and/or the legislative process. Experience with cross-partisan dialogue and/or privacy, digital disinformation, or cybersecurity is preferred.

About Convergence:

[Convergence Center for Policy Resolution](#) is a non-profit organization focused on solving major public policy challenges through collaboration. We bring deep knowledge of policy and process, and work with leaders and doers to move past divergent views and identify workable solutions to intractable issues. The results of our projects include breakthroughs in relationships and sustained collaboration among diverse stakeholder groups, cross-partisan legislation, public-private partnerships, public education and awareness campaigns, and changes in research and philanthropic priorities.

Internship Attributes

As our Intern, you will have the opportunity to contribute in the following ways:

- Perform substantive research and analysis on policy issues for existing projects, as well as those under consideration for new projects.
- Draft briefing notes and reports for the Director and team, as well as for stakeholders.
- Provide administrative support to the Director and team, including scheduling, document management, internal and external meeting management, logistics, (teleconference, video conference, reservations, etc.), note-taking, and coordination with Washington, DC-based staff.
- Provide feedback and ideas in staff meetings regarding organizational and project strategy.

The experience at Convergence will:

- Cultivate a deep knowledge of consensus-building and policy resolution practices.
- Provide opportunities for research and deep learning about today's most significant and challenging policy issues, including those closely connected to the West Coast. Potential research areas include election reform, privacy, digital disinformation, economic divides, public health, and more.
- Provide exposure to high-level policy-making.
- Provide opportunities to attend video and audioconferences with experts to listen and learn.

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- Provide experience in coordinating meetings with high-level policymakers, analysts, and others.
- Cultivate a deeper awareness of self, skills, and interests.

Applicants should:

- Be pursuing a graduate degree, or have an undergraduate degree, in public policy, political science, law, or a related field.
- Have excellent research and analytical skills. Preferably, the intern will have a background in or knowledge of technology-related public policy issues, such as privacy, digital disinformation, and cybersecurity.
- Possess strong administrative and logistical skills, including the ability to complete multiple tasks with overlapping deadlines.
- Show initiative and responsibility for work assignments.
- Be flexible and possess creative problem-solving skills.
- Work well independently and with a team.
- Be highly accurate and precise, and pay attention to detail.
- Have superb written and verbal communications skills, including a strong command of written and spoken English.
- Be proficient with Word, Excel, and PowerPoint.

Compensation/Timing: The internship is part-time, 10-20 hours per week, and pays the hourly minimum wage where the intern is located. Start date is immediate and preference is for those who can stay through the 2020-2021 academic year.

Location: Remote/San Francisco Bay Area. The position is remote/work-from-home, with videoconference interaction with Vicki Veenker, Convergence California Director, who is located in Palo Alto, and at least weekly videoconferences with California and Washington-based Convergence staff. If in-person meetings become possible during the course of the internship, meetings will happen intermittently in Palo Alto, and less frequently in other Bay Area locations. Applicants need not be located in the Bay Area; priority will be given to those residing in the Pacific Time Zone.

To apply, please send a resume, cover letter, and writing sample to CAintern@convergencepolicy.org with the **subject line “California Internship Application.”** No phone calls please.