



## Convergence Spring Internship

**Convergence Center for Policy Resolution** seeks an **Intern in a paid position this Spring** to support collaborative problem-solving projects on various issues that encompass both public policy ideas as well as private sector and community-based efforts to find solutions. The projects potentially supported by the person in this role will include diverse, cross-sector stakeholders connected to a range of issues that will be evolving in real time; therefore, a high level of flexibility and adaptability will be required. The issues we anticipate are likely to be tackled by our unique dialogue-to-action methodology this spring include, but are not limited to, economic mobility/workforce issues/quality jobs; prevention of gun suicide/deeper understanding of gun ownership/strategies that reduce misuse of firearms; housing affordability; civil service reform; and potentially other issues from health care to helping Congress work more effectively. We are most interested in individuals with interest in, knowledge of, and possibly lived experience with one or more of these areas. We do not require a specific academic credential for this role but rather prefer a mix of work/lived experience relevant to these issues combined with the below requirements to quickly conduct thoughtful qualitative research, take excellent notes, and support fast-moving projects.

The Convergence Spring Intern will have the opportunity to contribute in the following ways:

- Perform landscape reviews of project areas
- Familiarize with past project reports and absorbing needed information for current projects/outreach
- Draft briefing notes and reports for the project team and stakeholders
- Provide support for internal and external meetings; including preparing materials, logistics management, and note-taking
- Participate in interviews with leading academics, analysts, and stakeholders
- Provide administrative support to the Director and Project Staff
- Attend outside events and seminars
- Researching legislation related to Convergence projects
- Take part in weekly staff meetings

The experience at Convergence will:

- Provide exposure to various issues of national importance
- Provide exposure to policymaking on local, state, and federal levels
- Provide experience in coordinating meetings with high-level academics, analysts, and stakeholders
- Provide the opportunity to attend roundtable discussions and meetings to listen and learn
- Cultivate a deeper awareness of self, skills, and interests
- Educate about the process of consensus building

Applicants should:

- Be able to commit to at least 20 hours per week
- Possess quality research and note taking capabilities
- Possess strong administrative and logistical skills
- Demonstrate the ability to complete multiple tasks with overlapping deadlines
- Be flexible and proactive concerning work assignments
- Work well independently or as a team
- Have a strong command of written and spoken English
- Pay attention to detail



- Have excellent interpersonal skills
- Be fluent with Word, Excel, and PowerPoint

To apply, please send a resume, cover letter, and writing sample to [omar@convergencepolicy.org](mailto:omar@convergencepolicy.org) with the **subject line “Convergence Spring Internship.”**

*Convergence Center for Policy Resolution is committed to the principle of diversity and is particularly interested in receiving applications from a broad spectrum of people including minorities, protected veterans, and individuals with disabilities.*