

## Convergence Internship: Civil Service Reform

Convergence Center for Policy Resolution (Convergence) seeks a paid intern to support an ongoing project on Civil Service Reform. The project is currently in the assessment phase, during which we are conducting interviews with a range of stakeholders, with the goal of informing a dialogue to start later in the winter. The dialogue will convene stakeholders with diverse backgrounds and divergent views – policymakers, academics, journalists, federal employees, and other related groups.

Interns will contribute in the following ways:

- Track relevant legislation, news and publications to help the project team keep abreast of current developments in the issue area
- Schedule, participate in and take notes during interviews with leading experts and stakeholders in the civil service space
- Identify, research and synthesize issues, solutions, collaborations, and actors across the federal workforce landscape
- Attend and support internal and external (virtual) meetings, including by coordinating logistics, preparing materials and taking notes
- Provide administrative support to the project team
- Take part in team and staff meetings
- Other duties as assigned

The experience at Convergence will provide:

- A deeper understanding of the federal workforce landscape
- Exposure to various issues of national importance
- Development of research and project support skills
- Opportunities to practice presentation skills
- Exposure to consensus building and mediation processes

Applicants should:

- Be able to commit to 20 hours of work per week
- Possess rigorous research and note taking capabilities
- Have familiarity with and/or demonstrable interest in the federal workforce
- Possess strong administrative and logistical skills
- Be able to communicate complex information succinctly both in writing and verbally
- Be flexible and proactive concerning work assignments
- Demonstrate the ability to complete multiple tasks with overlapping deadlines
- Work well independently and as a member of a team
- Have excellent interpersonal skills and contextual and emotional intelligence
- Have a strong command of written and spoken English
- Be experienced or comfortable with standard office tools such as Slack, Asana, and Outlook

### Salary

This internship will be paid the Washington, D.C. minimum wage (currently \$15.20 per hour) or the minimum wage in the location where the intern resides, whichever is higher. We are looking for candidates who can commit to 20 hours of work per week.

### About Convergence

Founded in 2009, Convergence is a 501(c)3 nonprofit organization that convenes people and groups with divergent views to build trust, identify solutions, and form alliances for action on critical national issues. We achieve this through structured, facilitated dialogue and long-term relationship building.

Through proactive, nonpartisan engagement of influential individuals and organizations, we create new pathways that move our country and society forward. Our work demonstrates that trust, civility and compromise can shift the focus from winning the debate to collectively seeking solutions. More about our process can be found at: <https://convergencepolicy.org/how-we-work/process/>.

Convergence staff are primarily located in the Washington, DC and San Francisco Bay areas. All staff are working remotely for the foreseeable future.

For more information about Convergence, visit: [www.convergencepolicy.org](http://www.convergencepolicy.org).

#### To Apply

To apply, please send a resume, cover letter, and brief writing sample to [jobs@convergencepolicy.org](mailto:jobs@convergencepolicy.org) with the subject line “Civil Service Intern”. In your cover letter, please include a response to the following question: What do you hope to learn from this internship?

Convergence values a diverse workplace and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Convergence is an equal opportunity employer. Hiring decisions are made without consideration of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.

*September 8, 2021*