

## Convergence Internship: Communications

Convergence Center for Policy Resolution (Convergence) seeks a part-time, remote Communications Intern to help the organization spread awareness of and support for our mission to bridge divides on critical public issues. The intern will have the opportunity to contribute to our communications function in the following ways:

### Communications Duties:

- Copy edit and proofread written materials
- Research information used to develop op-eds and marketing materials
- Create digital content to help grow Convergence's social media presence on Twitter, LinkedIn, Facebook, and Instagram
- Monitor Convergence's online presence and produce monthly analysis
- Edit video clips and produce short videos
- Develop editorial and social media calendars
- Write compelling content for blog posts, newsletters, etc.
- Monitor Convergence's online presence and produce monthly analysis

### Additional Duties:

- Coordinate requests from internal stakeholders
- Contribute to the design of newsletters, email announcements, and other organizational materials
- Participate in weekly staff meetings
- Provide general administrative support as needed

### The experience at Convergence will:

- Strengthen writing, editing, and design skills
- Cultivate a deeper awareness of nonprofit communications
- Improve time and project management skills

### Applicants should:

- Have a strong writing and grammar skills
- Possess rigorous research and capabilities
- 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 emotional intelligence

- Be experienced or comfortable with standard office tools such as Slack, Asana, and Outlook
- Be able to commit to 20 hours of work per week

### 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 "Communications 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.