

Convergence Center for Policy Resolution

Fall 2023 Internship Opportunities

[Convergence Center for Policy Resolution](#) (Convergence), the leading nonprofit devoted to bridging divides and developing solutions to intractable public issues, seeks Fall 2023 Interns to support Convergence's various programs and departments, which include:

- Convergence Collaboratives focused on Supports for Working Families, Digital Discourse for a Thriving Democracy and Resilient Communities, Civil Service Modernization, Trust in Elections, and Mental Health.
- Policy Affairs, which tracks public policy and builds relationships with federal, state, and local government to expand the reach of Convergence Collaborative solutions.
- Development and Communications Teams.
- Convergence Collaboratives on various topics in the early research and development stages.

Intern responsibilities may include, but are not limited to:

- Track relevant legislation, news, and publications to help teams keep abreast of current developments in relevant issue areas.
- Schedule, participate in, and take notes during interviews and/or meetings with leading experts, stakeholders, and partners.
- Support department staff in researching, preparing data, and drafting publications and reports.
- Attend and support internal and external (virtual) meetings, including by coordinating logistics, preparing materials, and taking notes.
- Provide administrative support where needed.
- Take part in team and staff meetings.
- Other duties as assigned.

The experience at Convergence will provide:

- A deeper understanding of critical issues of national importance, including the role of both public and private actors in crafting solutions.
- 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.
- Has experience with consensus building or adjacent fields, or has a strong interest in it.
- 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 Outlook, Word, Excel, SharePoint, Slack, and Asana.

Position Details:

- We strongly encourage applicants who can receive academic credit and/or stipends from their schools to apply.
- This internship is remote. Candidates are welcome regardless of location as Convergence staff currently works remotely. The staff is distributed across the country, with the majority in the Washington, DC area.

Internship Term:

Convergence seeks interns for the Fall semester (approximately September 1 – December 31, 2023). Dates are flexible. Depending on performance and the needs of the organization, there may be opportunities to extend into Spring 2024.

About Convergence:

Convergence is the leading organization bridging divides to solve critical issues through collaborative problem-solving across ideological, political, and cultural lines. For more than a decade, Convergence has brought together leaders, doers, and experts—many who never thought they could talk to one another—to build trusting relationships, identify breakthrough solutions, and form unlikely alliances for constructive change on seemingly intractable issues. Our process is improving the lives of Americans and strengthening democracy for a more resilient and cooperative future. For more information, visit: www.convergencepolicy.org.

Convergence is an equal opportunity employer. Hiring decisions are made without consideration of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, sexual orientation, political affiliation or belief, or any other factor that employers are prohibited by law from considering.

To Apply:

To apply, please send a resume, cover letter, and brief writing sample to: jobs@convergencepolicy.org with the subject line “Fall 2023 Intern.” In your cover letter, please indicate which programs or team you would be most interested in joining for this internship and why.