

Convergence Center for Policy Resolution

Program Intern: Economic Opportunity

[Convergence Center for Policy Resolution](#) (Convergence), the leading nonprofit devoted to bridging divides and developing solutions to intractable public issues, is seeking a Program intern to assist in our Economic Opportunity impact area for the Spring 2024 semester.

Intern responsibilities may include, but are not limited to:

- Support the final stages of the Collaborative on Trust in Elections:
 - Draft reports, proposals, and other materials.
 - Schedule, participate in, and take notes during meetings with leading experts, stakeholders, and partners.
 - Conduct stakeholder mapping of important contacts and influential people.
 - Research fundraising prospects and other opportunities to socialize project.
 - Supporting other impact activities as needed.
- Support early research and development of new Collaborative ideas:
 - Conduct research on potential new project topics.
 - Draft project proposals.
 - Identify relevant funders and influential people on potential new project topics.
- Support moving forward any impact work related to the Collaborative on Pathways to Better Jobs.
- Track relevant legislation, news, and publications to help the project team keep abreast of current developments in the economic opportunity issue area.
- Support department staff in researching, preparing data, and drafting publications, including short-form and long-form reports.
- 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 critical issues of national importance, including the role of both public and private actors in crafting solutions.
- Development of research, fundraising, and project support skills.
- Exposure to program research and development processes.
- Exposure to consensus building and mediation processes.

Applicants should:

- Be able to commit to 15-20 hours of work per week.
- Possess rigorous research and note taking capabilities.

- Have experience with consensus building or adjacent fields or have 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 most suitable for graduate students.
- 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 Spring semester (approximately January 8 – April 26, 2024). Dates are flexible. Depending on performance and the needs of the organization, there may be opportunities to extend into Summer 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 “Spring 2024 Economic Opportunity Program Intern.” **In your cover letter, please indicate what you hope to gain from this internship and why.**