



Programs Intern

Convergence Center for Policy Resolution

Remote, Fall 2024

Convergence, the leading nonprofit devoted to bridging divides and developing solutions to intractable public issues, is seeking a Fall 2024 intern to support Convergence's programs team in a remote environment.

We are looking for a motivated individual with a strong work ethic, passion for collaborative problem-solving, and an interest in nonprofits to join our team. The goal of this program is to further develop your research skills, project support skills, and knowledge of critical issues of national importance while exposing you to our collaborative problem-solving process that forges trust and leads to actionable solutions even amongst the most divided stakeholders on intractable issues.

You will be working closely with the Senior Director of Programs to progress our Collaboratives which are at various stages of development. Project topics may include (but are not limited to) climate change, economic opportunities for immigrants, and supports for working families.

Convergence is dedicated to creating a positive internship experience that will not only further the skills above but will provide an enjoyable, fun work environment that operates on strong communication, trust, and relationships. We welcome and encourage interns to be thought partners who provide fresh ideas, feedback, and constructive criticism to our team.

Job Duties and Responsibilities

Note that not all duties below may be asked of the intern and will depend on priorities of the team and assignments given.

- Support research and development of new Collaborative topics:
 - Conduct research on potential new project topics
 - Draft project proposals
 - Identify relevant funders and influential people on potential new project topics
- Support the Discovery phase of a new Collaborative (topic TBD):
 - Identify and research issues, solutions, collaborations, and actors across the topic landscape and synthesize findings



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- Track relevant legislation, news, and publications to help the program 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 issue space
- Draft briefings on various subjects for the program team and stakeholders
- 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

Qualifications and Education

- Excellent research, writing, and note taking capabilities
- Experience with consensus building or adjacent fields or have a strong interest in it
- Strong administrative and logistical skills
- Ability to communicate complex information succinctly both in writing and verbally
- Flexibility and proactive communication on work assignments
- Ability to complete multiple tasks with overlapping deadlines
- Ability to work well independently and as a member of a team in a remote environment
- Excellent interpersonal skills and contextual and emotional intelligence
- Experienced or comfortable with standard office tools such as Slack, Asana, and the Microsoft 365 Suite
- Suitable for undergraduate or graduate students. **Undergraduates must be able to receive academic credit or stipend from your school or program in exchange for internship.**
- **15-20 hours a week**, with most of those hours falling within a Monday-Friday 9:00am-5:00pm work week in your given time zone, **starting late August or early September to mid-December** (dates are flexible). Depending on performance and the needs of the organization, there may be opportunities to extend into Spring 2024.

To Apply

Please send a resume, cover letter, and brief writing sample to jobs@convergencepolicy.org with the subject line "Fall 2024 Programs Intern." **In your cover letter, please indicate what you hope to gain from this internship and why. In your email, please state whether you will be receiving academic credit or a stipend for this position.** Applications will be reviewed on a rolling basis.



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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.

“The Convergence team, process, and mission give me hope that we can work through our divisions as long as we all open our minds and come to the table. I am grateful to be part of their meaningful work.”

— *Blake Stauffer, former Communications Intern*

“My internship at Convergence was incredibly valuable for my personal and professional development, exceeding my expectations for a semester-long program. **I felt deeply supported and valued by my supervisors, the intern coordinator, and all the staff at Convergence.** I really believe that the work done here is crucial for our democracy’s wellbeing and progress. The organization plays a key role in developing sound policies through unique partnerships. **I am grateful for the skills and experiences I acquired, and the connections I was able to form, which I will carry with me into my future endeavors.**”

— *Hannah Breslau, former Development Intern*

“Convergence’s Research and Program Development Internship was my first ever college internship, and it did not disappoint. **The opportunity to join a highly motivated team and apply myself towards a goal as meaningful yet prevalent as political polarization served to be a fantastic experience.** “

— *Nick Baum, former Research and Program Development Intern*