

## Programs Intern

Convergence Center for Policy Resolution

Remote, Sept. to Dec. 2025

**Convergence**, the leading nonprofit devoted to bridging divides and developing solutions to intractable public issues, is seeking a Fall 2025 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. This internship offers the chance to strengthen your skills in research, writing, project coordination, and conflict resolution, while gaining exposure to real-world collaborative problem-solving efforts — from online learning and capacity-building programs to multi-stakeholder dialogue processes. You will work closely with the Director of Programs and gain exposure to projects at various stages of development.

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.

## Internship 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 the Convening Phase of at least One Collaborative:**

- Identify and research issues, solutions, collaborations, and actors across the topic landscape and synthesize findings
- Track relevant legislation, news, and publications to help the programs team keep abreast of current developments in the issue area
- Draft briefings on various subjects for the programs team and stakeholders
- Attend and support internal and external (virtual) meetings, by coordinating logistics, preparing materials, and taking notes
- Assist with process design and implementation
- Track relevant news, policy developments, and initiatives

### **Support Convergence Compass (Online Learning and Capacity-Building Program):**

- Support preparation and revision of materials and resources for cohort program
- Assist with strategic marketing efforts to ensure program success and continued interest
- Conduct research and assist with light content development and logistics
- Track participant engagement and provide support with feedback implementation
- Collect and analyze evaluation data, including interviews and focus groups



- Support administrative needs of cohort program execution

## General Program Support:

- Provide administrative support where needed
- Take part in team and staff meetings
- Other duties as assigned

## Internship Hours

- **Timeframe:** September to December. Specific dates are flexible, especially as it pertains to fitting course credit requirements
  - *Depending on performance and the needs of the organization, there may be opportunities to extend into Spring 2026*
- **Schedule:** 15-20 hours a week within a Monday-Friday 9:00am-5:00pm work week in your time zone

## Qualifications and Education

- Excellent research, communication, project management, note-taking, and organizational skills
- Experience with consensus building or adjacent fields, or have a strong interest
- Strong administrative and logistical skills, and attention to detail
- 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

*We strongly encourage students to seek academic credit and/or a stipend from their program or school in exchange for this internship, which is unpaid.*

## To Apply

Please send a resume, cover letter, and brief writing sample to [jobs@convergencepolicy.org](mailto:jobs@convergencepolicy.org) with the subject line "Fall 2025 Programs Intern." **In your cover letter, please indicate what you hope to gain from this internship and why.** Applications will be reviewed on a rolling basis.