

Government, Non-Profit Industry List Service 08-13-10

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INTERIOR FALL INTERNSHIP

An alum works in DOI and would love to see more Hoya applicants. - Deadline Monday

Fall Deadline- August 16, 2010

The Department of the Interior's internship program provides placement for qualified college students to work in the Office of the Secretary of the Interior. Interns have an opportunity to work with some of the Department's senior policy advisors to the Secretary of the Interior in areas such as the Office of Congressional Affairs, the Office of Communications, the Office of External Affairs, the Scheduling Office, and the Office of the Executive Secretariat. Interns are hired for a 6-8 week period, depending on the intern's availability, as GS 3 or 4 temporary employees, earning around \$12 per hour. The internships are full-time or part-time, temporary terms of employment. You must apply through Hoya Career Connection. Job #25592 – <https://georgetown-csm.symplicity.com/>

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A GLOBAL FRIENDSHIP

A Global Friendship, is a not-for-profit service and education organization, offering an exciting opportunity. We are looking to further develop our network of students to spread our story on college campuses and the surrounding areas. To do this, we would like to offer an internship opportunity for a student on your campus. We are looking for passionate students who are interested in joining the movement and creating an AGF club at their schools. They will be responsible for creating a branch of our organization at their school and holding 2 fundraisers at minimum per semester or the required number to pro-actively advocate the mission. The Club Leaders will be granted a stipend.

A Global Friendship is an organization whose aim is to help develop poor communities in an effort to end global poverty. To do this, AGF works for equality and Fair Trade practices for artisans. Our work is currently focused in South East Asia, but we are working to expand to Haiti and Peru as well. For more information, please visit our website aglobalfriendship.org.

We would really like to see our organization reach Georgetown. All interested students should email their resume and a letter of interest to Emily@aglobalfriendship.org.

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US DEPT. OF COMMERCE FALL INTERNSHIP

The Office of the Deputy Assistant Secretary for Europe in the International Trade Administration at the U.S. Department of Commerce is seeking interns for the fall semester. A part of ITA's Market Access and Compliance division, the Office of Europe is responsible for ensuring fair treatment for American companies operating in Europe and Eurasia by increasing market access, expanding enforcement of intellectual property rights, and advocating on behalf of American businesses for foreign government contracts. Interns in the Europe office will assist the Deputy Assistant Secretary with special projects covering this wide range of trade and market access issues and also assist with other administrative duties. Applicants should have strong writing skills, an interest in international affairs, and a positive work ethic. Familiarity with Spanish and statistics is a plus. Please send resumes to Andy Diaz at the Department of Commerce:

E-mail: andy.diaz@trade.gov

Phone: (202) 482-3945

The preferred deadline is August 20th. However, applications will be accepted after the deadline until the position is filled.

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ADAM SOLOMON INTERN PROGRAM

The Third Way Adam Solomon Intern Program introduces highly motivated graduate or law students, with an interest in policy analysis and development, to the process of advancing a 21st century progressive agenda. Interns will gain hands-on experience working closely with Third Way's senior management team, which has extensive political, communications, and policy experience, forged at every level of government and advocacy: the White House, federal agencies, the House and Senate, presidential campaigns, and national non-profit advocacy organizations.

Third Way is the leading moderate think-tank of the progressive movement. Our aims: an economic agenda that is focused on growth and middle class success; a culture of shared values; a national security approach that is both tough and smart; and a clean energy revolution. We create high-impact products for use by elected officials, candidates and the Administration.

CLEAN ENERGY INTERNSHIP

Third Way's Clean Energy Initiative is designed to help choose policy, sequence legislation and frame the issues as leaders in Washington and the various state capitals grapple with shifting the United States toward a clean energy future.

COMMUNICATIONS INTERNSHIP

Third Way's Communications Department focuses on cultivating strategic relationships with DC decision makers & influentials.

CULTURE INTERNSHIP

Third Way's Culture Program seeks to re-think how progressives handle hot-button culture issues.

ECONOMIC INTERNSHIP

Third Way's Economic Program focuses on helping middle-class Americans achieve success in a globalizing 21st century economy.

NATIONAL SECURITY INTERNSHIP

Third Way's National Security Program is helping to build a credible, tough and smart progressive national security agenda. To find out more about Third Way's intern programs, please visit our website at www.thirdway.org.

APPLICATION INSTRUCTIONS FOR THIRD WAY INTERNSHIPS

When applying, please reference the semester and program in which you are interested within the subject line of your email (e.g. **Spring Culture Internship**). Incomplete applications will not be considered. EOE. Candidates must be graduate students or law students with an interest in and knowledge of national politics. Outstanding research, writing, and analytical skills, as well as excellent attention to detail, are imperative.

All internships are **PAID**. Applications are accepted on a rolling basis: Fall (September- December), Spring (January- May) or Summer (June- August). To apply, please send the following to internship@thirdway.org:

1. Cover Letter 2. Resume 3. Short writing sample 4. References (professor/current or recent employer)

When applying, please reference the semester and program in which you are interested within the subject line of your email (e.g. **Spring Culture Internship**). Incomplete applications will not be considered. EOE. Candidates must be graduate students or law students with an interest in and knowledge of national politics. Outstanding research, writing, and analytical skills, as well as excellent attention to detail, are imperative. To find out more about Third Way's intern programs, please visit our website at www.thirdway.org.

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THE COUNCIL ON FOUNDATION

The Council on Foundation is a national nonprofit association of approximately 2,000 grantmaking foundations and corporations. As a leader in philanthropy, we strive to increase the effectiveness, stewardship, and accountability of our sector while providing our members with the services and support they need for success. Below are a list of current opportunities:

Fall Associate, Communications and Marketing Department

The communications and marketing department is responsible for all internal and external communications as well as Council-wide marketing efforts. We are seeking a Fall Associate to support the execution of marketing plans for conferences,

publications and professional development. This position is ideal for rising college seniors or recent college graduates interested in exploring careers in social and/or cause marketing. Key responsibilities and assignments will include:

- Assist in the management of project timelines related to conference marketing and electronic communications
- Assist in the measuring and tracking of executed marketing strategies and tactics
- Assist with drafting internal and external communications
- Trouble-shoot publications ordering issues and provide customer service to inquiring members and non-members
- Providing other administrative and project support as needed

Key Qualifications:

- Education: Undergraduate study in area of relevance to philanthropy, nonprofit management or similar. Grade point average of at least: 3.00. For those who have relevant work experience, slightly lower GPAs will be considered.
- Project management and organizational skills: Ability to effectively and efficiently manage tasks and time while paying close attention to detail.
- Research and writing skills: Ability to find, summarize and categorize a variety of materials quickly and accurately. Excellent language, speaking and writing skills is essential.
- Customer service skills: Experience interacting with customers/ members, responsive, ability to use active listening and ask appropriate clarifying questions.
- Computer skills: Microsoft Office, including Word, Excel, and PowerPoint. Skills involving social media platforms and graphic design software are a plus.
- Collaborative and interpersonal skills: Capacity to work cooperatively with other staff members and be responsive to staff requests. Demonstrates adaptability, openness, initiative, integrity, quality focus, and a team orientation.

Position Information:

- Position duration: Approximately 12 weeks, September-December
- Schedule: up to 20 hours per week. Schedule to be negotiated.
- Pay: \$10.50/ hour for undergraduate students or \$12 for graduate students
- Status: Temporary, non-exempt
- Reports to: Director, Marketing
- Location: Arlington
- Application deadline: September 1, 2010

Candidates should submit their resume, cover letter, and salary history to: Council on Foundations, Human Resources Department, Ref. No. 516, 2121 Crystal Drive, Suite 700, Arlington, VA 22202 or email to: employment@cof.org. No calls please.

Fall Associate, Family Philanthropy Services Department

The Council's Family Philanthropy Services department seeks a motivated Associate to support the work of the Next Generation Task Force. The Task Force provides the Council with expertise and guidance to shape programs and services to maximize the impact of and support for the next generation of philanthropists and philanthropic leaders. The next generation philanthropy work at the Council is currently part of the Family Philanthropy Services department.

Key responsibilities and assignments for this part-time position will include:

- Supporting the development of the Task Force's 2011 and 2012 strategic plans
- Assisting with coordinating logistics for a fall in-person meeting of the Task Force
- Supporting the ongoing promotion of the next gen publication *Trading Power*
- Research on current topics relevant to next generation philanthropy, which will be utilized in a future publication
- Providing other administrative and project support as needed

This position is ideal for current undergraduate or graduate students interested in exploring careers in philanthropy.

Key Qualifications:

- Education and experience: Current undergraduate or graduate student with experience and/or coursework in an area of relevance to philanthropy or nonprofit management. Previous work experience in philanthropy not required, but is a plus.
- Project management and organizational skills: Ability to effectively and efficiently manage tasks and time while paying close attention to detail.
- Research and writing skills: Ability to find, summarize and categorize a variety of materials quickly and accurately. Excellent language, speaking and writing skills is essential.
- Computer skills: Strong Microsoft Office skills, including Word, Excel, and PowerPoint. Skills involving social media platforms and databases are a plus.
- Collaborative and interpersonal skills: Capacity to work cooperatively with other staff members and be responsive to staff requests. Demonstrates adaptability, openness, initiative, integrity, quality focus, and a team orientation. High level of responsiveness with members and staff, ability to use active listening and ask appropriate clarifying questions to anticipate needs.

Position Information:

- Position duration: Approximately 12 weeks, September-December
- Schedule: up to 20 hours per week. Schedule to be negotiated.
- Pay: \$10.50/ hour for undergraduate students or \$12 for graduate students
- Status: Temporary, non-exempt
- Reports to: Managing Director, Family Philanthropy Services
- Location: Arlington, VA (Crystal City)
- Application deadline: September 1, 2010

Candidates should submit their resume, cover letter, and salary history to: Council on Foundations, Human Resources Department, Ref. No. 514, 2121 Crystal Drive, Suite 700, Arlington, VA 22202 or email to: employment@cof.org. No calls please.

Fall Associate, Public-Philanthropic Partnerships (PPP) Department

The Council on Foundations is a national nonprofit association of approximately 2,000 grantmaking foundations and corporations. As a leader in philanthropy, we strive to increase the effectiveness, stewardship, and accountability of our sector while providing our members with the services and support they need for success.

The Public Philanthropic Partnerships Department is seeking a Fall Associate to assist with its Public-Philanthropic Partnership Initiative (PPPI). Generally, the PPPI seeks to connect the innovations and best practices of foundations with the government agencies ready to broaden the reach of philanthropic investments. The PPPI's ultimate goal is to develop solid pipelines of information and relationships that ensure the incorporation of philanthropy's learnings, best practices, and innovations into practice. The fall associate will be instrumental in helping to manage these pipelines of information and relationships. Key responsibilities and assignments will include:

- Assisting with updating the federal contacts list spreadsheet and content on the CoF website related to PPP. Assistance includes researching websites, articles as well as writing summaries.
- Assisting with the management and re-organization of articles, sample documents and other tools for both internal and external use.
- Scanning CoF member and governmental websites for PPPs that may be highlighted
- Posting updated PPP information to the CoF website
- Providing other administrative and project support as needed.

Key Qualifications:

- Education: Undergraduate study in area of relevance to philanthropy, public health, education, community development, nonprofit management or similar.
- Project management and organizational skills: Ability to effectively and efficiently manage tasks and time while paying close attention to detail.

- Research and writing skills: Ability to find, summarize and categorize a variety of materials quickly and accurately. Excellent language, speaking and writing skills is essential.
- Customer service skills: Experience interacting with customers/ members, responsive, ability to use active listening and ask appropriate clarifying questions.
- Computer skills: Microsoft Office, including Word, Excel, and PowerPoint. Skills involving social media platforms, website design, and databases are a plus.
- Collaborative and interpersonal skills: Capacity to work cooperatively with other staff members and be responsive to staff requests. Demonstrates adaptability, openness, initiative, integrity, quality focus, and a team orientation.
- Ability to multitask and complete projects in a timely fashion

Position Information:

- Position duration: Approximately 12 weeks, September-December
- Schedule: up to 20 hours per week. Schedule to be negotiated.
- Pay: \$10.50/ hour for undergraduate students and \$12.00 for graduate level students
- Status: Temporary, non-exempt
- Reports to: Director, Public-Philanthropic Partnerships
- Location: Arlington
- Application deadline: September 1, 2010

Candidates should submit their resume, cover letter, and salary history to: Council on Foundations, Human Resources Department, Ref. No. 518, 2121 Crystal Drive, Suite 700, Arlington, VA 22202 or email to: employment@cof.org. No calls please.

Fall Associate, Global Philanthropy Department

The Council on Foundations is a national nonprofit association of approximately 2,000 grantmaking foundations and corporations. As a leader in philanthropy, we strive to increase the effectiveness, stewardship, and accountability of our sector while providing our members with the services and support they need for success.

The Council's Global Philanthropy department seeks a motivated Associate throughout the fall semester to primarily support our work in redesigning and providing new content for the United States International Grantmaking (USIG) website through research and writing portions of the website. USIG is a joint project between the Council on Foundations and the International Center for Nonprofit Law. Please visit www.usig.org for more information.

Key responsibilities and assignments for this part-time position will include:

- Research on legal requirements of charitable giving internationally
- Assistance with strategic plan implementation for USIG website
- Research on best practices and current topics relevant to global philanthropy, which will be utilized in future publications and presentations
- Providing other administrative and project support as needed

This position is ideal for current undergraduate or graduate students interested in exploring careers in philanthropy or international development.

Key Qualifications:

- Education and experience: Current undergraduate or graduate student with experience and/or coursework in an area of relevance to philanthropy, or international affairs. Previous work experience in philanthropy not required, but is a plus.
- Research and writing skills: Ability to find, summarize and categorize a variety of materials quickly and accurately is critical to success, as is excellent language and writing skills. Foreign language ability is a plus.
- Project management and organizational skills: Ability to effectively and efficiently manage tasks and time independently while paying close attention to detail.

- Computer skills: Strong Microsoft Office skills, including Word, Excel, and PowerPoint. Skills involving social media platforms and databases are a plus.
- Collaborative and interpersonal skills: Capacity to work cooperatively with other staff members and be responsive to staff requests. Demonstrates adaptability, openness, initiative, integrity, quality focus, and a team orientation. High level of responsiveness with members and staff, ability to use active listening and ask appropriate clarifying questions to anticipate needs.

Position Information:

- Position duration: Approximately 12 weeks, September-December
- Schedule: up to 20 hours per week. Schedule to be negotiated.
- Pay: \$10.50/ hour for undergraduate students or \$12 for graduate students
- Status: Temporary, non-exempt
- Reports to: Andrew Ho, Manager, Global Philanthropy
- Location: Arlington, VA (Crystal City)

Candidates should submit their resume, cover letter, and salary history to: Council on Foundations, Human Resources Department, Ref. No. 515, 2121 Crystal Drive, Suite 700, Arlington, VA 22202 or email to: employment@cof.org. No calls please.