



Digital Inclusion Internship

The Center/ for Global Policy Solutions (CGPS), a social change nonprofit dedicated to driving society towards inclusion, located in Washington, DC, seeks an intern level researcher and writer to assist with policy product development. An ideal candidate will be an excellent writer, a creative and highly analytical thinker, a resourceful problem solver, and a highly productive worker that will serve as a key member of the digital inclusion policy team. The position requires 20 hours per week and a maximum of 29 hours per week. This position will have a duration of 12 – 16 weeks.

Position Summary:

As the Digital Inclusion Intern, a successful candidate will serve as a key member of the policy team by authoring one (1) policy brief or fact sheet, participate in policy research and writing, curating program area social media page(s), and attending hearings, briefings and webinars with, or on behalf of program area staff.

Duties:

- Assist program area staff with research and drafting of fact sheets, policy briefs, and reports on assigned policy issues.
- Assist with program area conference and briefing preparation, including but not limited to material assembly, research and onsite logistics.
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- Locate and collect relevant documents and data from sources such as electronic databases, libraries, and government publications.
- Prepare visual tools, such as tables and graphs, for conveying data to audiences.

Qualifications:

Specific Requirements for this Position

- Post secondary education in public policy, or economics and relevant work or internship experience. An M.A./M.S. candidate is a plus.
- General knowledge of public policy, congressional legislative and federal regulatory processes, and appropriate and effective social media communications
- Fundamental policy knowledge in big data.
- Superior analytical, writing, verbal, and interpersonal communications skills and the ability to present information in a variety of formats and styles for difference audiences.
- Strong organizational and administrative skills, and attention to detail.
- Strong computer skills in Microsoft Office Suite, email, scholarly internet research, and social networking tools. Familiarity with Mac OS a plus.
- Ability to work as a member of a team and independently.



- Ability to lift 20 lbs.

General Requirements for All CGPS Staff

- Exemplary analytical, writing, verbal, and interpersonal communications skills.
- Ability to develop work plans, set deadlines, work well with minimal supervision, prioritize assignments, and organize multiple projects and duties simultaneously while meeting deadlines.
- Ability to work effectively as a member of a team, know when to act independently and when to consult for advice on decision-making.
- Strong computer skills including familiarity with Mac OS, Microsoft Office, email clients, Internet research, and social networking tools.
- Ability to quickly gain an understanding of additional policy areas or technology as needed.
- Ability to represent CGPS responsibly and communicate effectively in various settings on a broad range of issues.
- Strong commitment to diversity and equity.

Salary:

- This is a paid internship. Hourly rate will be based upon experience and education level.
- This is a temporary, part-time position and requires at least 20 hours worked per week during core business hours, but no more than 30 hours worked per week.

How to Apply:

Email a cover letter, one resume, three writing samples, and three professional references to: info@globalpolicysolutions.org

The subject line should read "Digital Inclusion Research and Writing Internship"

No phone calls please. This position will remain open until filled.