Dr. Wiley’s Weekly Brief
The GW Political Science Department Undergraduate Newsletter

30 June 2014

In this newsletter:
- Summer and Fall internship opportunities
- Upcoming events

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Paid Opportunities

NEW POSTING!!

Summer Jobs for the Environment!

Environment Virginia is hiring students to work on our campaigns this summer out of our D.C. office. We’re looking for folks that are hard-working, good communicators and committed to making positive change. Sign up for more information or an info session here: http://tiny.cc/SummerJobs

This summer our top campaign is protecting Virginia's rivers and streams! From the Potomac to the Chesapeake Bay to the Shenandoah, our waterways are a huge part of what make living in the area great.

Unfortunately, more than half of Virginia's streams aren’t fully protected from pollution - that’s 28,000 miles of streams that supply over 2 million Virginian’s their drinking water. That’s why Environment Virginia is working to convince the EPA to fix the Clean Water Act— by closing loopholes that are leaving our streams at risk.

AND to win this campaign we are hiring students to get out into communities and build support for this issue. Over the course of the summer you can expect to make between $4,000-$6,000 and make $10-$15/HR. It’s a great way to build your resume, like an internship, but you get paid.

Signup to learn more about our paid summer campaign positions and one of our directors will give you a call! To sign up to learn more go here: http://tiny.cc/SummerJobs or call us at: 202-546-3965 Learn more about our campaigns at http://www.EnvironmentVirginia.org
NEW POSTING!!

**Legislative Staff**

New! Democratic Senator seeks Legislative Correspondent to cover various issues. Responsibilities include responding to constituent mail in a timely and correct manner, drafting form and individual letters, assisting Legislative Assistants with legislative work on an ad hoc basis, representing Senator at events and in constituent meetings, and responsible for other duties as assigned. Qualified candidates should be able to work well in a team setting, will be highly motivated, detail-oriented, well-organized, resourceful, and be able to meet deadlines in a fast-paced, changing environment. Prior Hill or comparable work experience required. Please e-mail a cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.

New! Moderate Democratic Senator seeks a Legislative Assistant to handle a portfolio of issues including taxes, budget, Social Security, labor, pensions, and homeland security. Responsibilities include implementing the Senator’s legislative agenda, developing policy ideas around relevant issues, meeting with constituents, producing briefing material for the Senator, and staffing the Senator at relevant events. Individuals should have strong interpersonal and writing skills and the ability to manage multiple projects simultaneously. Previous experience in relevant policy areas or on Capitol Hill is strongly preferred. Please send resumes to ModDemLAOpening@gmail.com

Senior Legislative Assistant: Texas Democrat seeks a hard-working and experienced legislative staffer to handle the healthcare and energy portfolio, along with other legislative areas. A bachelor's degree with at least 4 years of legislative experience on the Hill is required. Potential candidates should have excellent writing and verbal skills coupled with some knowledge of social media. The ideal candidate will have experience working under pressure, working as part of a team, a sense of humor and the ability to work flexible hours. Experience with iConstituent is a plus, but not required. Please send cover letter, resume and a writing sample to TXResumeInbox@mail.house.gov. No phone calls or walk-ins please.

SENIOR ADVISOR: The Senate Committee on Small Business and Entrepreneurship seeks a highly-skilled, creative, team player to handle issues related to the Small Business Administration, and specifically, access to capital. Applicants should be detail-oriented, possess strong research, writing and analytical skills, and have the ability to handle multiple tasks and deadlines in a fast-paced office. Experience with the Small Business Administration strongly preferred. Please e-mail a cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.

**Communications**

New! The Democratic Staff of a joint Congressional committee seeks seasoned, media-savvy professional to manage all long-term communications strategy and daily press operations. The ideal candidate will have 5-8 years of prior Hill or political press experience, excellent written and verbal communications skills, exceptional political judgment, experience managing junior staff, a background in strategic media and communications planning and proficiency in leveraging social media platforms for maximum press exposure. Established contacts within the national and business/econ press corps a plus. Salary commensurate with experience. Equal opportunity employer. Please submit cover letter, resume, and one short writing sample (preferably a press release) to demcommitteeppressjob@gmail.com

New! Progressive Democratic Senator seeks a speechwriter responsible for talking points and more formal written remarks for the Senator’s many speaking engagements in Washington and across the home state. The successful candidate will work with all members of the legislative staff, the Senator’s field staff around the state, scheduler, communications director and chief of staff, as well as groups the Senator is speaking to in order to ensure he is well prepared for all events. Excellent writing and interpersonal skills, a broad understanding of legislative issues and political sensitivities, and the ability to work under tight deadlines all will be essential. This is a mid-level position and several years of experience in legislative, communications and/or speechwriting work are preferred. The office is an equal opportunity employer. Please e-mail a resume, cover letter and writing samples to senate_employment@saa.senate.gov indicating job referral number in the subject line.
Congressman Frank Pallone seeks a communications director to develop and implement both a national and local press strategy. Applicants should have at least 4 years of press, public relations or journalism experience. Ideal candidate will have exceptional writing skills, the ability to tackle numerous tasks on tight deadlines and fine-tuned political judgment. Responsibilities will include pitching to local and national outlets, serving as chief spokesperson, speech writing, planning press conferences and writing communication materials including news releases, opinion/editorials and constituent newsletters. Hill experience and New Jersey ties are a plus. Interested candidates should send cover letter, resume and two writing samples to NJ06job@yahoo.com. This is not an entry level position. No drop-bys or calls please.

The Democratic Staff of the U.S. Congress Joint Economic Committee seeks energetic, media-savvy professional to assist in daily press operations. The Press Secretary will be responsible for working with the Communications Director to draft press materials, maintain contact lists, pitch stories, respond to media requests, manage and update the website and lead all social media projects. The ideal candidate will have 2-4 years of prior public relations, Capitol Hill or political press experience, strong attention to detail, excellent written and verbal communications skills and a proficiency in digital media. Experience pitching national print and broadcast reporters is a plus, as is a basic understanding of economic policy. Salary commensurate with experience. Equal opportunity employer. Please submit cover letter, resume, and two short writing samples to jobs@jec.senate.gov.

Staff Assistants/Administrative

New! Western Republican Senator is seeking a Staff Assistant for the DC office. Individual will be responsible for the receptionist duties of the DC office including answering and screening incoming calls, and greeting guests; maintaining security and order in the reception area; coordinating constituent requests for tours and flags flown over the Capitol; performing various standard office tasks and other additional miscellaneous assignments as necessary and directed by their supervisor. Qualified candidates should possess ties to West and have familiarity with the region, its issues, geography, to provide the high standard of constituent service expected in this position. He/She must work well under pressure and cooperatively and courteously with others. Please e-mail a cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.

Southern conservative Republican seeks a Staff Assistant to handle a wide range of office responsibilities and constituent services in the Washington office. Primary responsibilities for this position include (1) answering the main telephone line for the office, (2) processing flag requests, (3) arranging tours of the Capitol, (4) preparing the office for daily activities, and (5) drafting personal notes and letters of commendation to constituents. Other responsibilities may be assigned. Because the Member places a special emphasis on constituent services, candidates must be able to maintain a courteous and respectful demeanor at all times and possess a true desire to help constituents. Competitive candidates will be confident and well-spoken, have excellent oral and written communication skills, possess an acute attention to detail, demonstrate an assertive and organized approach to problem solving, and exhibit an ability to multi-task in a fast paced work environment. Though duties are largely administrative in nature, the Staff Assistant should have a personal interest in current events and Congressional activities, and should be fully engaged in all aspects of the day-to-day operations of the office. Additionally, the daily work hours for this position are 8:30 a.m. to 5:30 p.m. Completion of a four-year college education is required. Prior work experience is preferred. Southern ties are a significant plus. Interested individuals should send a resume, cover letter, and two writing samples to congressjob@gmail.com.

Senator Jack Reed is presently seeking a Staff Assistant for the Washington, DC office. Primary duties include answering phones and greeting visitors in the reception office, and handling a variety of constituent requests for tours, flags etc. Qualified applicants must be personable, dependable, and able to handle multiple tasks in a busy office setting. Ties to Rhode Island are required. Please email cover letter and resume to senate_employment@saa.senate.gov indicating job referral number in the subject line.
**The Office of Congressman Glenn Thompson (PA-05) is searching for a DC Scheduler/Staff Assistant.**
Candidates must be well organized and have excellent research, writing and oral communications skills. Responsibilities include, but are not limited to: scheduling the Congressman’s DC meetings and events, arranging flights and other travel for the Congressman, assisting individuals who have appointments with the Member or other staff members, responding to constituent requests for tours, directing phone calls and mail to the appropriate staff, greeting visitors, responding to letters from constituents and assisting legislative and communications staff as needed. Previous Hill experience and Pennsylvania ties are preferred, but not required. Interested candidates should send their cover letter, resume, references, and writing samples to Nancy.Billet@mail.house.gov with DC Scheduler/Staff Assistant in the subject line.

**Western Democratic Senator is seeking a Staff Assistant.** Applicants must be detail oriented, well organized, able to handle a fast-paced work environment and work well in a team environment, and have exceptional interpersonal skills. Candidates should be personable, dependable and professional to support a very busy front office, and have excellent oral and written communication skills. Duties include, but are not limited to, answering phones, greeting visitors, sorting mail, and other administrative duties as assigned, as well as providing support to scheduling, press, and legislative staff as needed. Western ties a plus. Please email a cover letter and resume to DemSenatorJob@gmail.com indicating “Staff Assistant” in the subject line.

**Scheduling**
The Office of Congressman Glenn Thompson (PA-05) is searching for a DC Scheduler/Staff Assistant. Candidates must be well organized and have excellent research, writing and oral communications skills. Responsibilities include, but are not limited to: scheduling the Congressman’s DC meetings and events, arranging flights and other travel for the Congressman, assisting individuals who have appointments with the Member or other staff members, responding to constituent requests for tours, directing phone calls and mail to the appropriate staff, greeting visitors, responding to letters from constituents and assisting legislative and communications staff as needed. Previous Hill experience and Pennsylvania ties are preferred, but not required. Interested candidates should send their cover letter, resume, references, and writing samples to Nancy.Billet@mail.house.gov with DC Scheduler/Staff Assistant in the subject line.

**Internships/Fellows**
The office of Congressman Jim Bridenstine (OK-01) is seeking candidates for a full-time, paid internship from August 4 until November 21 in his Washington, D.C. office. Candidates must be politically conservative, highly motivated, detail oriented, and possess strong communication and organizational skills, while having a strong work ethic to complete tasks on a deadline. Intern duties will include, but are not limited to answering constituent letters on various issues before the House, running errands, researching legislation for the Member and legislative staff, attending hearings and briefings, and answering phones. Interns will learn about the legislative process and the many other functions of a congressional office. First district of Oklahoma ties are preferred, but not required. To apply, please submit your one page resume and a cover letter to mark.piland@mail.house.gov with the subject line Bridenstine Internship. We will acknowledge receiving your application and contact you if we wish to schedule an interview.

**Off the Hill**
NEW POSTING!!

Student PIRG’s New Voters Project Campus Organizer Job Description

The New Voters Project is a nonpartisan effort to help register young people and get them to the polls on Election Day. The full participation of young people in the political process is essential to a truly representative, vibrant democracy. For forty years, the Student PIRGs have built a legacy of recruiting, training, and inspiring young people to participate in democracy. The Student PIRGs’ New Voters Project is the largest non-partisan, on-the-ground young voter mobilization effort in the nation. Since 1984, we have helped to register more than 1.7 million young voters and made over one million personalized get-out-the-vote contacts.

The New Voters Project Campus Organizers will:

- Run a non-partisan voter registration and turnout campaign in a campus community. Campus Organizers recruit and train a cadre of volunteers to register 18-29 year olds, collect pledges to vote from 18-29 year olds who are already registered to vote, and contact all of these young people to turn out to vote on Election Day.

- Educate students and train new leaders. Campus Organizers teach citizenship and organizing skills. Campus Organizers also oversee an internship program, through which students can earn academic course credit for their work to boost youth voter engagement.

- Build a coalition. Campus Organizers work with student volunteers and interns to build a diverse, invested coalition of organizations and people, such as the student government, college president, College Republicans, College Democrats and others, to boost youth voter turnout.

Qualifications: The ideal candidate has strong in-person communication skills and experience with grassroots organizing tactics such as petitioning, phone-calling, or canvassing. Leadership experience with campus groups or student government is a plus. Applicants should be driven by the idea of working on a huge, non-partisan youth voter mobilization project, capable of taking on leadership, and ready to work 50-70 hour weeks. We are looking for a commitment through November 2014.

Salary & Training: Entry level staff earn $24,500 in their first year with U.S. PIRG. In addition, full-time staff can opt into our state health care coverage, are eligible for paid sick and vacation days, and can apply for our college loan assistance program. Our staff accrue two weeks of vacation by the end of their first year and three weeks by the end of their second year. Staff are also eligible to join our 401(k) program in their second year.

We are hiring Campus Organizers in Colorado, New Mexico, North Carolina, Pennsylvania, and Texas. Submit your cover letter and resume online by August 1, 2014.
Events & Opportunities

30 Years of Advocacy: A Conversation with Nan Aron

Thursday, July 10th
Noon
RSVP to Rebecca2@afj.org

Alliance for Justice
11 Dupont Circle NW
2nd Floor
Washington, DC 20036

A leading voice in public interest law for over 30 years, Nan Aron is an expert on the courts, advocacy, and how to navigate the political paths of Washington, D.C. Nan worked at the U.S. Equal Employment Opportunity Commission, American Civil Liberties Union, and Georgetown and George Washington University law schools before founding Alliance for Justice (AFJ) in 1979. AFJ now represents over 100 organizations committed to progressive values and the creation of an equitable, just, and free society. Looking to join the movement? Join Nan and other young professionals for a conversation on the courts, democracy, and how to get your start in D.C.

**Snacks and beverages will be provided**

AFJ’s Annual Luncheon for Interns and Summer Associates

Thursday, July 24th
Noon
Seats are limited
RSVP to Andrew@afj.org

Venable LLP
575 7th Street NW
Washington, DC 20004

Congressman Keith Ellison (D-MN) says his guiding philosophy is based on “generosity and inclusion,” both important elements to public service and activism. From building prosperity for working families to promoting civil and human rights to pursuing environmental sustainability and more, Congressman Ellison brings passion and results to the causes he champions. Now, it’s time for you to champion your causes. Join Alliance for Justice and other young professionals for a luncheon conversation with Rep. Ellison about these timely policy issues and how you can become agents of change.

**Lunch will be provided**
NEW POSTING!!

We invite you to join the sixth IAPSS study trip which will lead us to Pristina, Kosovo. It takes place from September 21st until September 28th 2014 and will focus on the topic ‘Europe’s Youngest Nation Six Years after Independence’.

The week will be filled with visits to international statebuilding institutions, discussions with political activists, NGO’s and human rights campaigners and meetings with governmental ministers. This trip also offers the opportunity to network with fellow participants and local students whilst experiencing the rich culture, cuisine and landscapes of Kosovo.

Want to join? Then you can simply complete the online registration form before July 10th 2014: https://docs.google.com/forms/d/1rdE7A2adOOPhUKe4DSkyi8iLBC_76_zpGdjWCGPDG0/viewform

For more information, visit www.iapss.org | www.facebook.com/iapss | www.twitter.com/iapss. If you have any further questions please do not hesitate to contact Study Trip Coordinator Lauren Gallimore via studytrips2@iapss.org.

NEW POSTING!!

Announcing the First Annual Journal on Policy & Complex Systems Budding Scholars Conference!

The Journal on Policy & Complex Systems is proud to announce it will be hosting a conference for graduate students, post-docs, and budding scholars as part of the Dupont Summit, which will be held Friday, December 5th, 2014 at the Historic Whittemore House, 1526 New Hampshire Ave, NW, Washington, DC from 4PM until 7PM. The purpose is for scholars to practice presenting their research, methodological strategies, and/or ideas on how to build scholarship in the area of policy and complexity in a relaxed setting. Presentations will be made from 4PM until 6PM. After the presentations, we will join for a group dinner to further discuss the presentations. There will also be an opportunity for publication in the conference proceedings.

In order to be considered to make a presentation, please send a 1-2 page abstract and overview to the Journal on Policy & Complex Systems’ Managing Editor, Liz Johnson, at Ljohnson1@carolina.rr.com (704/293-1482) by September 1st, 2014. Visit our website for more details on the Dupont Summit or view last year’s program.
Internships

Intern with Partnership’s Public Service Fellows Program!

Applications for the fall term of the Partnership’s Public Service Fellows program are now open. Fellows positions are on each of our teams including Education and Outreach, Communications, Center for Government Leadership, and Government Affairs; they involve meaningful work and an opportunity to learn. Due to the generosity of a Partnership donor and an agreement via the Knowledge in Action Career Internship Fund, we have funding specifically for GW students. We’d appreciate it if you would send great students our way!

The fellows positions are usually for 40 hours a week, but given the academic year, we understand that students may need to have reduced hours. The deadline is July 18th, though students do not need to wait until then to apply. The application and information can be found here. If you know of students who would be a good fit at the Partnership, please encourage them to apply!

**Best Nonprofit:** For the second year in a row, the Partnership for Public Service was recognized as one of the top five best nonprofits to work for by The NonProfit Times.

**NEW POSTING!!**

Congressman Markwayne Mullin (R-OK2) is seeking unpaid interns for the fall semester in his Washington, D.C. office. Interns are responsible for assisting with front office duties, including answering phones, greeting visitors, and conducting tours of the Capitol. Interns will also hold legislative responsibilities, including logging and writing office correspondence, attending hearings, and conducting policy research. Applicants should be detail oriented with excellent communication skills and a friendly demeanor. Individuals with Oklahoma ties are encouraged to apply. Applicants should direct their resume and cover letter to Liz Ritonia at jobsok02@gmail.com by Monday, July 7, 2014, for consideration. Please include your availability, as hours are negotiable. We are happy to work with universities to negotiate academic credit.
Internship Opportunity at the Democratic Congressional Campaign Committee

The Democratic Congressional Campaign Committee seeks hard-working and enthusiastic interns to help elect Democrats in 2014. Interns will be embedded in the heart of the DCCC’s Independent Expenditure, working side-by-side with experienced professionals. Interns can expect to gain insight into media strategy, opposition research, and other key aspects of the electoral process. On a daily basis, interns will be assisting political and research staff through media monitoring, research, and other projects. Interns are required to have basic computer skills, grace under pressure, and a passion to elect Democrats. Interns are expected to work full time from 9-6 with the possibility of staying later when necessary. While some part-time positions may be available, the position requires a level of trust and responsibility only possible with a full-time commitment. The position is unpaid, though the DCCC offers metro benefits. Contact Phil Reisen at (202) 485-3523 with questions.

The Stern Group, Inc. is seeking interns with an interest in economics, international relations, and public policy for the fall 2014 semester. Interns should expect to work closely with The Stern Group’s Chairwoman, The Honorable Paula Stern, and to quickly become an integral part of The Stern Group team. Interns will perform research and draft memos and talking points on a wide range of topics including international trade, economic policy, information technology and advanced manufacturing, and various foreign policy issues as well as help with daily office tasks. This internship is unpaid.

The Stern Group, Inc. is a bi-partisan international advisory firm in the nation's capital with 25 years of expertise in business and government strategy, and a track record of achieving positive outcomes for our clients across industry sectors in the areas of diplomacy, public and economic policy, international trade and journalism. At the Stern Group, we help our clients navigate the ever-changing global, economic, political and technological environments in which they operate, and shape their debate in Washington ... all the while providing them with highly personalized service, informed strategic counsel and intellectual integrity. Drawing on The Honorable Paula Stern’s unique experience and perspective as a former chairwoman and nine-year member of the U.S. International Trade Commission, we also advocate on behalf of our clients to resolve their international trade disputes and enforce their agreements.

Please visit www.sterngroup.biz for more information. Please send a resume, cover letter, and brief writing sample to Chelsea Murtha at cmurtha@sterngroup.biz.
NEW POSTING!!

The Office of Senator Chris Coons seeks unpaid interns for offices in Washington, DC, Wilmington, DE, and Dover, DE for the fall of 2014. Responsibilities include answering phones, greeting visitors, sorting mail, handling requests for flags and tours, and assisting front office as well as legislative staff. This position requires outstanding organizational abilities, strong communication skills, attention to detail, poise, flexibility, and an ability to prioritize in an extremely fast-paced office. Motivated, hard-working, and professional applicants looking to get a taste of Capitol Hill or state Congressional offices are encouraged to apply.

Interested candidates should send an e-mail to Eric_Wall@coons.senate.gov with the subject line reading “Intern” and include a cover letter, resume, and one brief (2 page) writing sample. Students should also specify which offices they are interested in applying to. Applications received by August 8 will be given priority. Delaware ties strongly preferred, but not required. Absolutely no walk-ins or phone calls.