



CONSORTIUM *of* SOCIAL SCIENCE ASSOCIATIONS

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## INTERNSHIP OPPORTUNITY

The Consortium of Social Science Associations (COSSA) is seeking an undergraduate-level intern. COSSA is a non-profit advocacy organization that promotes the value and widespread use of social and behavioral science across the federal government. COSSA lobbies Congress and Executive Branch agencies in support of federal funding for social science as well as sound policies that positively impact the conduct of social science research. This internship would be of interest to students wishing to learn about advocacy/lobbying, policy impacting social science, and/or non-profit organizations.

Intern duties may include, but would not be limited to:

- Conducting research to assist COSSA staff with their lobbying activities. This may include searching federal agency databases for social science projects, research on Members of Congress, and research on bills, regulations, and other policy developments, among other projects.
- Coverage of events, such as Congressional hearings, federal agency advisory committee meetings, community and coalition events, etc., which may result in a written product, such as a newsletter article.
- During the spring, assisting with the preparation and execution of the COSSA Science Policy Conference & Social Science Advocacy Day, and other events as needed.
- Some administrative duties, such as answering phones, sorting mail, stuffing folders, etc.

Minimum Skills & Qualifications:

- Professional demeanor.
- Interest in learning about the legislative process; prior experience or knowledge of the legislative process is highly desirable.
- Strong writing and interpersonal skills.
- Strong research skills and attention to detail.
- Ability to take direction, work under pressure, and meet deadlines while maintaining professional composure.
- Ability to work well with others in a collaborative environment.
- Proficiency using Microsoft Office systems.
- Proficiency using social media platforms.

Candidates should be comfortable working in a small office with a staff of three. This is an unpaid internship; however, we would be willing to discuss possible course credit with a candidate's home institution.

Intern must be available to work a minimum of 24 hours (3 days) per week; candidates who can work 32 hours (4 days) per week are preferred. COSSA can be flexible to accommodate class schedules.

COSSA is located in downtown Washington, DC, several blocks from the White House. The office is Metro accessible (blue, orange and silver lines).

More on COSSA is available at [www.cossa.org](http://www.cossa.org).

Interested individuals should send a resume and cover letter to Julia Milton at [jmilton@cosa.org](mailto:jmilton@cosa.org). Applications are considered on a rolling basis.