



*The following internship placements are available through the IOP's Director's Internship Program. The application process for these Internships is entirely run by the IOP. Please do not contact organization directly. To apply, go to www.iop.harvard.edu for application and details or email IOP_Internships@ksg.harvard.edu
Applications due by February 21, 2008.*

Descriptions of Summer 2008 Director's Internships:

2008 DEMOCRATIC NATIONAL CONVENTION, Denver, CO *NEW DEADLINE EXTENDED TO THURSDAY, MARCH 6, 2008.

The DNCC is the official arm of the Democratic National Committee responsible for planning and organizing the 2008 Democratic National Convention in Denver, Colorado August 25-28, 2008. The Director's Internship could be available in the following areas, Intergovernmental Affairs, Public Affairs, Operations or Hall Management.

Interns will work directly with Deputy CEOs, Directors and Staff as they organize the event to be held at Pepsi Center in downtown Denver in late August. Interns would be asked to remain at their assignments through August 29, 2008.

Finalists for this internship will be asked to submit a DNCC Intern Application as well. Skill requirements include good communication and writing skills, computer proficiency, problem solving capabilities and flexibility with regard to work schedules and hours. Travel, housing and living expenses for the Denver assignments are not provided by the DNCC, although housing recommendation assistance is available.

2008 REPUBLICAN CONVENTION, Minneapolis-Saint Paul *NEW DEADLINE EXTENDED TO THURSDAY, MARCH 6, 2008.

The 2008 Republican National Convention Committee on Arrangements (COA) announces that it will accept an IOP Director's Intern into their Internship Program from June 2 through Sept. 4, 2008. The program will provide college students and recent graduates with the opportunity to participate in the preparation and planning of a quadrennial presidential nominating convention. The IOP Director's Intern and other COA interns will play key roles in the offices of Delegate Services, External Affairs, Communications, and Operations.

Finalists for this internship will also be required to fill out an application for COA. The Committee on Arrangements is a committee of the Republican National Committee (RNC). The COA's mission is to plan for and manage the 2008 Republican National Convention for the Republican Party and the future nominee. There are currently more than 40 COA staffers working out of the convention's downtown Saint Paul headquarters, and that number will eventually grow to more than 140. The Director's Intern and other COA interns will support the offices of Delegate Services, External Affairs, Communications, and Operations. Applicants must be able to stay through September 4, 2008. The 2008 Republican National Convention will be held at Saint Paul's Xcel Energy Center from September 1-4, 2008. Approximately 45,000 delegates, alternate delegates, members of the media and other guests are expected to attend the convention. Minneapolis-Saint Paul is expected to receive an estimated \$150-\$160 million positive economic boost from the event. For more information about the 2008 Republican National Convention, please visit our website at www.GOPConvention2008.com.

**2008 REPUBLICAN PRESIDENTIAL NOMINEE OFFICE *NEW
DEADLINE EXTENDED TO THURSDAY, MARCH 6, 2008.**

*** Special Note: When the apparent nominee is identified, we will list a description as soon as possible.**

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ALBRIGHT GROUP, Washington, D.C.

The Albright Group is a global strategy firm that delivers solutions and advice for businesses and organizations in a rapidly changing world. Principals in the company include former Secretary of State Madeleine Albright, former EPA Administrator Carol Browner, and former high-ranking officials of the US Department of State. The Director's Intern will conduct research on international business, political, and environmental topics; prepare briefing materials for principals and client-specific projects; work on corporate social responsibility projects; and assist in the planning of media appearances and other events.

BE THE CHANGE, Boston, MA *NEW

Be the Change, founded by Alan Khazei (Co-Founder & former CEO of City Year), is a new national organization inspired by Gandhi's philosophy that: "You must be the change you seek in the world." *Be the Change's* mission is to unite social entrepreneurs and national service alumni to catalyze a larger citizens' movement for bold, systemic

change. We work to tap their wisdom, experience and networks to craft a bold new policy agenda, mobilize citizens, and generate more active participation in our governing process and systems. Initial policy areas focus on national service and education, with future efforts in the areas of poverty, youth policy, political reform, and public health. Interning with *Be the Change* provides significant opportunities for professional growth and development; interns will gain experience starting an organization, transforming visions to action, and developing the skills necessary to support an innovative system of policy development, widespread citizen mobilization, and new political leadership incubation. Interns will have the opportunity to work on a variety of projects, including policy development and citizen mobilization. Interns should have a strong work ethic and thrive in a fast-paced environment. Interns should have strong communication and problem solving skills and a background or interest in issue advocacy, community organizing, or politics.

BLACK LEADERSHIP FORUM, Washington, D.C *NEW

Inspired by Dr. Dorothy I. Height (Chair and President Emeritus of the National Council of Negro Women) and the "Big 6" representatives of civil rights organizations of the 1960's, the Black Leadership Forum, Inc. (BLF) is an alliance of thirty-five national African American civil rights and service organizations in the United States of America. The principals of the member organizations constitute the Board of Directors. Member organizations strategically join forces to tactically advocate for the legislative and policy interests of Black people - both domestically and internationally. Domestically, BLF works directly with legislators in Congress, state legislatures, county commissions, city councils and the offices of Black mayors. Internationally, BLF influences the United States Department of State and international advocacy organizations on policy matters throughout the global African Diaspora. In short, the current member organizations, with a reach of 10 million Black people, link leadership nationally in the Black community towards progressive public policy.

The Student Researcher internship with BLF will consist of working closely with member organizations, such as the NAACP, National Urban League, NAACP Legal Defense and Educational Fund, as well as Congressional members. The intern will also conduct congressional and historical research, draft BLF policy statements, staff BLF member organizations' events and assist with mobilizing BLF members for upcoming events in the Fall. The ideal candidate will have an interest in African-American Studies, History and African-American non-profit organizations.

CITY OF LONDON CORPORATION, London, England

A unique opportunity to work for the City of London Corporation and at Guildhall. For general background on the City of London visit www.cityoflondon.gov.uk. The Lord Mayor is the annually-elected head of the City of London Corporation which provides local government services for the Square Mile, the financial and commercial heart of the UK, and which is committed to maintaining and enhancing the status of the business City as the world's leading international financial and business centre through its policies and

services. Its responsibilities also extend far beyond the City boundaries and include management of the Barbican Centre, Central Criminal Court at the Old Bailey, 10,000 acres of open space including Hampstead Heath and Epping Forest, three wholesale food markets, as well as acting as the London Port Health Authority.

The Intern will be attached to the Public Relations Office, but will gain valuable experience and work on a wide range projects within a number of Departments at the heart of the organisation, including the Public Relations Office, the Economic Development Office and Mansion House, the living and working space for the Lord Mayor and his household. In previous years, Harvard Interns have been involved in projects as varied as identifying stories and writing copy for a fortnightly London newspaper column; undertaking a cost/benefit analysis for the Lord Mayor's vehicle fleet; assisting at media events; undertaking data analysis and commentary on research drafts; and liaising with other local councils across the country as part of an internal review of the organisation's media evaluation.

COLBERT REPORT, New York City, NY *NEW

*** Special Note: The Colbert Report cannot 100% guarantee an internship through our program. In addition to applying through our Director's Internship application, Human Resources (managed by MTV) would like all interested applicants to apply through them directly, as soon as possible, through their website: www.mtvncareers.com. Interviews may be necessary with them. IF a student is selected to intern there, we will offer him or her a stipend through the IOP Director's Internship Program.**

MTV's Office of Human Resources provided us with the following description:

"The intern at The Colbert Report will have exposure to the following Departments: Production, Props, Audience, Post Production, Scripts with opportunities to shadow a staff member including writers, the director, co-executive producer, producer, stage manager, etc. We produce a daily, live-to-tape half-hour news parody show for Comedy Central airing 4 nights a week. "The Colbert Report" satirizes pompous media blowhards like O'Reilly, Scarborough, Hannity, et al."

CONGRESSMAN CHRIS SHAYS (R-CT), Washington, D. C. *NEW

An intern in our Washington, D.C. office will be offered the opportunity to observe and participate firsthand in the functions of the federal government. Interns will examine how the House of Representatives works as a lawmaking body, as well as how it interacts with the Senate, the White House, state and federal agencies, and the judicial branch. Interns work one-on-one with staff members on projects ranging from press to legislation to constituent services. This is a full time internship and there is strong consideration given to a Harvard Student from Connecticut.

CONGRESSWOMAN NIKI TSONGAS (D-MA), Washington, D.C. *NEW

The IOP Director's Intern will have the unique opportunity to work closely with legislative staff on legislative research, constituent correspondence and other various projects to serve as an integral part of the Tsongas Team. In addition, the Director's Intern will have the opportunity to work with our Communications Director on press dealings and public relations. Interns also assist front office staff with administrative duties such as answering phones, distributing mail and giving tours of the United States Capitol. Applicants to this friendly and fast paced freshman congressional office must be highly motivated, and have strong written and oral communication skills.

DORIS KEARNS GOODWIN RESEARCH POSITION, Boston, MA

Doris Kearns Goodwin is the Pulitzer Prize winning author of numerous acclaimed presidential histories, including Lyndon Johnson and the American Dream, No Ordinary Time, and, most recently, Team of Rivals: The Political Genius of Abraham Lincoln. Her current book project focuses on the Progressive Era and the relationships between Theodore Roosevelt, William Howard Taft, and leading journalists of the day. The Director's Intern will be tasked with collecting research and documents related to these subjects, and should have excellent library research, writing, and organizational abilities.

GLOBAL HEALTH CHILE, Santiago, Chile

Chile has been a leader in the processes of health reform since the 1950's when it created the first National Health System in Latin America. This major reform established a well functioning universal public health system similar to the British system with some significant differences. In the 1980's under the Pinochet military government, this system was reformed to introduce competitive private insurance and private providers, a model that inspired many other reform efforts in Latin America and around the world. More recently, Chile has "reformed the reform" with significant efforts to overcome the inequities created by the Pinochet free market approach and the changing epidemiological and demographic trends. The new reforms involve a very innovative approach to prioritizing health expenditures through a system of guarantees for 56 specific health problems but without excluding services as other efforts at prioritizing through limited benefits packages have done. The reforms also involve changes in the rules of private insurance to reduce risk selection, an innovative change in the regulatory Superintendencia de Salud which now regulates quality in both private and public sectors, performance based payment systems and increased autonomy for managers of hospitals.

While these recent reforms have been the subject of intense debate in Chile they have not been well documented and, unlike the earlier reforms, few outside Chile know much about the innovative aspects of the reforms. This internship is to work with Thomas Bossert to prepare a thorough review and evaluation of the current health reform in Chile that may serve as the basis for an article in an international journal, a case study for teaching in a course on health reform at the Harvard School of Public Health, and the basis for on-going research in specific reform areas for graduate students at Harvard.

This effort would involve 1) a technical analysis of the objectives of the reforms and the proposed policies designed to address key problems, 2) a political analysis of the process of gaining adoption of the reforms, and 3) an evaluation of the effectiveness of the implementation of the reform to achieve its objectives.

The project would involve a major effort to collect the published data on the health reform, some of which has already been collected and made available Dr. Jorge Jimenez, a former Minister of Health and a leading authority on the reforms. There are also several think tanks that have collected data that might be obtained through my contacts at Bitran y Asociados, Salud y Futuro, and Libertad y Desarrollo. Contacts in the Ministry have agreed to help gain access to the Ministry's data banks on key aspects of the reform. In addition, researchers in the Universidad Catolica, (including Jorge Jimenez, Catterina Ferreccio, Jaime Sapag, Fernando Poblete, and Thomas Pantoja), and Universidad de Chile (including Osvaldo Larrañaga and Georgio Solimano).

The intern would have to be fluent in Spanish and have some experience in interviewing officials. The intern should also preferably have a background in political science and the health sector.

GOVERNOR ARNOLD SCHWARZENEGGER, Sacramento, CA

The Executive Office of California Governor Arnold Schwarzenegger will offer an IOP Director's Internship for Summer 2008. All internships are full-time and 10-14 weeks in length. The Governor's Office provides an excellent opportunity to learn about state government and the political process. Specific duties and responsibilities vary from office to office, but have in common the expectation that interns are familiar with routine office procedures. Once the IOP Director's Intern is selected, the Governor's office will decide which department the intern will be placed within the Administration. The various offices include; Appointments, Cabinet Affairs, Communications, Constituent Affairs, First Lady's Office, Legislative Affairs, Executive Writers, and Scheduling. Please include in your essay, generally why you would like to work for Governor Schwarzenegger, as well as any specific qualities that might be an asset for the office which you prefer. www.governor.ca.gov

GOVERNOR DEVAL PATRICK, Boston, MA Office of Constituent Services

This office serves as the first point of contact between the public and the Governor's office. It is important for applicants to understand Governor Patrick's vision for Massachusetts and to be familiar with current events. Though not for the shy, this is a great office to learn how state government works in a hands-on fashion and to witness how it can help people get the assistance they need. An open mind and a healthy sense of humor are essential in this team-oriented atmosphere. Political Science/Government, English, Public Policy, Philosophy, and Sociology majors preferred.

Primary areas of responsibility include:

1. Correspondence: Interns help log, track, draft, and proofread responses for the Governor and Lieutenant Governor's signature. Excellent writing skills, outstanding grammar and solid computer skills are required. Good judgment and attention to detail are essential.
2. Constituent Services: Interns help draft citations acknowledging individual accomplishments; research proclamations that increase public awareness about important historical and societal causes; and respond to telephone requests, opinion calls, and comments on behalf of the Governor and Lieutenant Governor. Knowledge of various state agencies is helpful as interns communicate regularly with other executive branch departments before, following up as directed with constituents. Patience, tact, diplomacy, and excellent telephone skills required.
3. Office: Staff the front desk in the reception area and assist/guide visitors in appropriate direction. Receive visitors in a respectful, professional manner.

HERITAGE FOUNDATION, Washington, D.C.

Founded in 1973, The Heritage Foundation is a research and educational institute – a think tank - whose mission is to formulate and promote conservative public policies based on the principles of free enterprise, limited government, individual freedom, traditional American values, and a strong national defense. This internship will appeal most to students more aligned with the conservative approach to policy. Key Responsibilities during the Internship are: 1. Provide necessary research for Domestic Policy analysts on a wide range of domestic policy issues including social, economical and health care policy. 2. Attend conferences and Hill briefings on domestic policy issues. 3. Provide reliable Internet-based research for analysts. 4. Update Department databases. 5. Make copies, collate, and staple materials as requested. The areas of study that someone could be researched would include: Social Security reform, Tax reform, Federal Spending & Budget, Transportation, Regulation, Marriage & Family, Welfare, Education and Religion.

HOTLINE, Washington, D.C.

<http://nationaljournal.com/pubs/hotline>

The Hotline is one of the leading daily news briefing on American politics. Established in 1987, the Hotline "covers the coverage" from hundreds of newspapers, magazines, online sources, press releases, and radio and TV news shows. Each weekday, we provide readers with smart, concise coverage of the hottest political news and events from the previous 24 hours. The true 'insider' publication of the DC Beltway, the Hotline covers every political story in the country on a daily basis and reports on it, giving unprecedented depth and coverage of all things political. Interns at the Hotline learn volumes about what makes Washington tick.

Staff members arrive at the Hotline each day around 6 AM and interns at 7AM. The primary responsibility of interns is to assist in the compilation of each day's documents.

News clips are distributed to all staff and interns each morning, with the goal of producing a "new" story on each topic, by taking the best coverage from each clip. We publish around noon each day.

Qualifications for interns therefore include: a strong interest in electoral politics, sound news judgment, excellent proofreading skills, and at least average typing-speed abilities. Afternoon tasks may involve long-term projects, such as working on charts, calling campaigns for information, etc. Because we start so early in the morning, interns often leave around 3:30 PM each day, give or take, depending on the workload. As is often the case, a Hotline internship usually ends up being what one makes of it. With so many sources of political knowledge close at hand, an intern with a thirst for knowledge can learn a lot here. Depending on an intern's interest and abilities, it may be possible to cover some DC political events first-hand, and/or contribute to our publicly-available blog, "On Call", at: <http://hotlineblog.nationaljournal.com>

INTERNATIONAL ATOMIC ENERGY AGENCY (IAEA), Vienna, Austria

The IOP Director's Intern will serve in the Division of Public Information, which deals with the entire spectrum of Agency activities, as well as assist one of the senior staff in their work on Agency media and public outreach. This would provide the intern with good exposure to the range of IAEA activities, as well as providing the opportunity to assist on specific priority issues. The IOP Director's Intern will be supervised by Ms. Melissa Fleming (IAEA Spokesperson) and the assignments will include inter alia assisting with media enquiries, preparing drafts of public information materials, assisting in the coverage of Agency events, and related issues.

Past experience has shown that interns need to be well versed in the Agency's activities. The website, www.iaea.org, contains a wealth of relevant information. The Director's Intern must have excellent communications and organizational skills. Interns are expected to work a normal day (8 hours) and be available for ad hoc assignments that might go beyond normal hours. Interns are subject to the IAEA's Staff Regulations regarding confidentiality and information security. The final candidate will need to provide additional documents for the IAEA as well- which will be shown to the student at the appropriate time.

KENNAN KYIV PROJECT, Kyiv, Ukraine *NEW

Director's Internship with Kennan Kyiv Project of the Woodrow Wilson International Center for Scholars

Cosponsored by the Harvard Ukrainian Research Institute

The Kennan Institute was founded as a division of the Woodrow Wilson International Center for Scholars in December 1974. The Kennan Institute is committed to improving American expertise and knowledge about Russia, Ukraine and other states in the region.

Through its residential scholarship programs, lecture and workshop series, and publication program, the Institute strives to attract, publicize, and integrate new research in the policy community, government and non-government. In addition to its office in Washington, the Kennan Institute operates centers in Moscow and Kyiv.

The Kennan Kyiv Project (KKP) was launched in 1998 and is committed to acquaint Ukrainian government officials, professionals, and academics about the mission of the Kennan Institute. Its role is to recruit professionals and scholars in the social sciences and humanities for grant programs at the Wilson Center and to develop an alumni program (workshops, seminars, conferences) to help them maintain their ties to the United States and to one another once they return to Ukraine. Publications resulting from these programs are distributed to scholars, educational institutions, as well as policy makers and media outlets.

One example of a research project undertaken by KKP is a sociological survey investigating the influx of non-traditional migrants into Kyiv. The survey and larger research project seek to determine the extent of integration of these migrants into Kyivan society, the level of tolerance for their presence, and the impact they will have on municipal policies and services. Other projects involve studies on urbanization, evolution of culture, current world-view of Ukraine as a modern state.

The IOP/Ukrainian Research Institute intern would be responsible for the following:

1. To become familiar with the mission of the Kennan Institute in general and the KKP in particular.
2. To assist the staff in appropriate aspects of administering the KKP
3. To meet with current program participants and alumni who are specialists in various fields of the humanities and social sciences in Kyiv and other Ukrainian cities.
4. To attend conferences, seminars or workshops sponsored by KKP
5. To help research, write and edit articles for public relations purposes to promote the mission of the Kennan Institute
6. To assist the KKP with events for the press, public and policy makers
7. To assist with the immigration project and any of the other projects that the Institute has undertaken.

The intern should be interested in the work of the public sector and should have good writing skills and oral communication skills in both Ukrainian and English. The intern should be adventuresome, independent and self-motivated. Some familiarity with Ukrainian society and culture is a plus.

MacARTHUR FOUNDATION, Chicago, Illinois

The John D. and Catherine T. MacArthur Foundation is a private, independent grantmaking institution dedicated to building a more just and sustainable world. One of the nation's largest private philanthropic foundations, MacArthur has assets of over \$6.4 billion and provides approximately \$260 million per year in grants. Through the support it provides, the Foundation fosters the development of knowledge, nurtures individual creativity, helps strengthen institutions, helps improve public policy, and provides information to the public, primarily through support for public interest media.

At the MacArthur Foundation, the Director's Intern will be placed in the Public Affairs Department. The Director's Intern will

- Help research, write, and edit article for Foundation publications and web sites
- Plan and coordinate briefings for Chicago Congressional interns
- Help create a database of the Foundation's photo and video content
- Assist with Foundation events for the press, public and policymakers
- Attend in-house briefings and meetings on a range of issues (often with outside speakers) to learn more about the Foundation and key areas of work.

They are looking for someone with strong written and oral communication skills, outstanding organizational abilities, and an interest in the work of the philanthropic sector (and possibly some of the specific areas funded by MacArthur). Experience and interest in new media is a plus. www.macfound.org <<http://www.macfound.org>>

MAYOR THOMAS MENINO, Boston, Massachusetts

The Mayor's Press Office handles all print, TV, radio and other press inquiries to the city and serves as the central public relations office for the city. This internship is a great learning opportunity for a mature student with an interest in journalism, public relations, or public affairs. The Mayor's Press Office offers a creative, stimulating work environment with a variety of responsibilities, including the opportunity to help direct the flow of news on a daily basis. The ideal candidate will be detail oriented, have strong writing skills, and have the flexibility to take on a various tasks as needed in a fast-paced environment.

Job responsibilities will include:

- Assisting in directing members of the press to appropriate resources and spokespeople;
- Performing research on a variety of local issues;
- Drafting and writing press advisories and releases for City of Boston initiatives and events;
- Preparing photo captions to be mailed to local newspapers;
- Assisting in updating and maintaining a database of media outlets in the Boston area.
- Assisting in updating and maintaining a database of daily clippings;
- Administrative duties.

MAYOR ANTONIO VILLARAIGOSA, Los Angeles, California

The Mayoral Internship Program provides a unique opportunity of experiential learning for some of this country's best and brightest undergraduate and graduate students. The Student Intern will work closely and, at times, in concert with all levels of government, in addition to City commissions and departments, on a breadth of issues related to the newly-created Mayor's Office of Gang Reduction and Youth Development. The student intern will perform a variety of tasks, which may involve policy research and development, drafting memoranda and briefs, community engagement, outreach and education, and research and analysis.

The Mayor's Office of Gang Reduction and Youth Development is tasked with coordinating anti-gang prevention, intervention, reintegration and youth development initiatives across the City. Our primary goal is to increase educational and employment opportunities for our City's youth and create safe communities where our young people can thrive. The Mayor has identified seven (7) communities throughout the City to receive evidence-based gang prevention, intervention, reentry, and suppression services. The communities include Baldwin Village, Florence/Graham, Newton (South L.A.), Boyle Heights, Cypress Park, Ramona Gardens, and Pacoima (San Fernando Valley). A GRYD Program Manager will oversee all program management functions including program oversight, community relations, and program development and implementation for their respective gang reduction zone.

Prospective mayoral interns should be enrolled as undergraduate or graduate students at an accredited college or university. Recent graduates will also be considered. The ideal candidate will have strong written and oral communication skills, a record of academic achievement, a demonstrated commitment to public service, the ability to work in a fast-paced environment, great interpersonal skills, and an understanding of the importance of maintaining a high level of ethics and integrity in the work environment.

MINISTRY OF HEALTH, Mexico City, Mexico

Cosponsored by Harvard's Initiative on Global Health

This Office is in charge of evaluating state health systems (32 in Mexico), health programs, and health services (both clinical and public health). For the evaluation of health systems performance they are using the WHO framework, which implies the evaluation of health conditions, responsiveness, and financial fairness. The Director's Intern would work either with the team in charge of measuring "responsiveness" or with the financial fairness team. She/he would need some training in statistics and basic abilities in handling data bases. A laptop would be of enormous help, since we have limited computer resources. Most of the people at the office can communicate in English, but some understanding of Spanish would be useful.

MTV OFFICE OF STRATEGIC PARTNERSHIPS, New York City, NY

This intern will have the opportunity to experience first-hand the political and social impact of a private sector company's multi-layered political and social campaign. Interns at MTV will gain great knowledge into the intersection of the arts and entertainment world where it intersects with public interest and public service. The IOP Director's Intern will be heavily involved in the Choose or Lose 2008 campaign.

www.think.mtv.com

NATIONAL DEMOCRATIC INSTITUTE for INTERNATIONAL AFFAIRS Washington, D.C.

Founded in 1983, the National Democratic Institute for International Affairs (NDI) is a nonprofit, nonpartisan organization working to strengthen and expand democracy worldwide. NDI works with democrats in every region of the world to build political and civic organizations, safeguard elections and promote citizen participation, openness and accountability in government. Headquartered in Washington, DC, NDI maintains offices in over 60 countries on five continents. Its diverse workforce of employees from 75 countries is united in the belief that democracies promote economic growth and development more consistently and equitably than non-democratic political systems. Democracy building programs are an investment in peace and stability, both of which are prerequisites for sustainable development.

NEW YORK CITY ECONOMIC DEVELOPMENT CORPORATION

The IOP Director's Intern will be placed in the Strategic Planning Office. S/he will be working closely with managers on multiple projects related to NYCEDC's strategic priorities and emerging issues for the City. Responsibilities include research, writing, financial and other quantitative analysis, planning, and presentation. SPLAN projects involve multiple public and private stakeholders, making teamwork and consensus building essential components of this role.

About NYCEDC:

The New York City Economic Development Corporation (NYCEDC) is a non-profit organization that functions as a city agency, reporting to the Deputy Mayor for Economic Development and Rebuilding. The NYCEDC is charged with encouraging economic growth in New York City through a variety of means, including facilitating real estate development, improving infrastructure, attracting and retaining businesses, and conducting economic research and analysis. Additional information on NYCEDC can be found by visiting <http://www.nycedc.com/>.

About the Strategic Planning Department:

Strategic Planning (SPLAN) is a small, 10-15 person group composed mainly of former private-sector strategy consultants and is similar to that of an internal strategy group. It conducts a number of 3-6 month projects on different economic development challenges, conducting research and analysis, making recommendations, and building consensus. While the team creates the strategy for projects, it is less involved in implementation.

These projects often involve the interests of other city agencies and the mayor's overall agenda.

Key Responsibilities:

- Conduct research, financial modeling, data gathering and analysis, and expert interviews
- Aid development of policy recommendations as required by the specific project
- Assist in creation of PowerPoint presentations that communicate key project findings and recommendations to various audiences (e.g., senior EDC staff, City Hall staff, partner agencies, external stakeholders, etc)
- Work on multiple projects at any given time

Qualifications include: Rising college senior or junior, Enterprising and resourceful, organized and results oriented, Energetic, pro-active, and collaborative while working in a team, Ability to prioritize among competing needs and opportunities, while managing against tight timelines, Strong demonstrated written and oral communications and presentation skills, Strong quantitative skills, Ability to 'set up the problem', look at the big picture and search for insightful, creative solutions, Interest in urban infrastructure and economic development issues, and Knowledge of New York City, State and Federal government (advantageous but not required).

PARLIAMENTARY INTERNSHIPS, London, England

1) **Labour MP for Doncaster North, Ed Miliband** - This is an internship in the parliamentary office of Labour MP (Member of Parliament) for Doncaster North, Ed Miliband, who is Chancellor of the Duchy of Lancaster and Minister of the Cabinet Office, and was former Chairman of the Council of Economic Advisors in Britain. The intern's responsibilities include researching policy areas, writing policy letters to constituents, briefing the MP on issues, monitoring Parliament, and constituency outreach and office duties. For anyone interested in real politics in Britain, this is an incredible opportunity to view it up close and behind the scenes.

2) **Liberal Democrat MP for Cambridge, David Howarth** - This is an internship in the parliamentary office of Liberal Democrat MP (Member of Parliament) for Cambridge, David Howarth, who is the Shadow Solicitor General for the Liberal Democrats and deals with legal issues for his party as well as serving as a member of the committee on the Criminal Justice Bill. He has also been a member of the environment and constitutional affairs committees. Before his election, he taught law and economics at Cambridge University. The intern's responsibilities will include researching a particular policy area, briefing the MP on issues, monitoring Parliament, and constituency outreach and office duties. For anyone interested in real politics in Britain, this is an incredible opportunity to view it up close and behind the scenes.

Important: Please note that you **must** apply through the IOP for this internship (not through CES). **DO NOT** contact the employer directly.

PARLIAMENTARY INTERNSHIP, South Korea

Cosponsored with The Korea Institute, Harvard University this Director's Internship will be an Internship in the International Relations Bureau of the National Assembly, followed by 2-3 weeks in one Member of Parliament's office and another 2-3 weeks in another member's office. While interning for these Members of Parliament, the Director's Intern will learn more about how legislations are drafted by individual member's office and other legislative activities, as well as assisting with English documents. In the offices, the Director's Intern will learn about the complexities of Korean politics. We are confirming which Members of Parliament will be participating and will add more descriptions soon. There is a website where you can visit www.assembly.go.kr and though it is in Korean, there is an English section. Candidates are recommended to be bilingual in Korean and English.

PBHA SUMMER URBAN PROGRAM, Boston, MA

Summer Urban Program (SUP) Director: The Phillips Brooks House Association's Summer Urban Programs service approximately 900 low income school age children and their families across Cambridge and Boston. The nine summer day camps which run for six weeks, provide morning academic enrichment and afternoon experiential learning and field trips to approximately 700 children ages 6-13 and employ 85 teens as junior counselors. The Refugee Youth Enrichment program offers ESL courses to 90 limited English speaking teens from the greater Boston community.

Each Summer Urban Program is directed by two students responsible for all aspects of the program development and operations including fundraising and budget oversight, community partnerships, program and curriculum design, staff hiring and management, and camper and family recruitment and services. Directors are hired on a rolling basis December-January and receive weekly training and guidance with a team of their peers throughout the spring semester to support the development of their camp. The SUP Director position is one that truly allows for entrepreneurship and non-profit management experience rarely afforded to college students. Directors are compensated with a \$3,700 stipend and free housing. Applications are available on the PBHA website and any questions can be directed to Maria Dominguez Gray at mdoming@fas.harvard.edu.

IMPORTANT: In addition to the IOP application, PBHA Director application (www.pbha.org/sup.html) is due to PBHA *as soon as possible* because leadership trainings begin at the start of February.

RESOURCES FOR THE FUTURE, Washington, D.C.

RFF is a nonprofit and nonpartisan organization that conducts independent research -- rooted primarily in economics and other social sciences -- on environmental, energy, and natural resource issues. Although RFF is headquartered in Washington, D.C., its research scope comprises programs in nations around the world. The descriptions of research projects that are available for the Director's Intern are listed on their website at: http://www.rff.org/rff/About/Fellowships_and_Internships/Summer/Summer-Internship-Program.cfm. In your essay, describe which project appeals to you the most and which you feel you are most qualified for. The Director's Intern will also be required to work on a variety of tasks in the office as well. <http://www.rff.org/>

SENATOR HILLARY CLINTON, Washington, D.C.

The IOP Director's Intern will be working in the office of United States Senator Hillary Rodham Clinton. Interns can expect to assist staff in all areas of the office, including the office of the Chief of Staff, who is an IOP Alumnae. The Interns usually rotate through assignments during the course of their internships, so as to learn different aspects of the Senator's office. Please see <http://clinton.senate.gov/services/internships/index.cfm> for more information on the Senator's program. Final candidate will also need to fill out Senator Clinton's online application.

SENATOR CHUCK HAGEL, Washington, D.C.

The Institute of Politics Director's Intern will be working in the Washington, D.C. Office of Senator Chuck Hagel. The internship will provide hands-on government experience with tasks ranging from speaking with constituents on the phone to assisting legislative staff with basic research. In addition, interns will be able to attend Senate Committee Hearings and observe action on the Senate Floor, as well as participate in tours of Washington, D.C.-area governmental and cultural institutions. The internship will be a full-time summer internship and will provide an excellent opportunity to learn about the United States Senate and the political process.

SENATOR EDWARD KENNEDY, Washington, D.C.

This internship, with the Chairman of the Senate Committee on Health, Education, Labor and Pensions, gives you a chance to work with one of the longest serving and most influential members of the Democratic Party and the Senate as a whole. For 44 years, Senator Kennedy has represented the Commonwealth of Massachusetts and has remained a tireless champion for improving healthcare quality and providing affordable coverage for all Americans. HELP committee members and staffers work on issues relating to education, labor, health, and public welfare. Specific intern duties and responsibilities vary. Applicants should possess strong computer, writing and research skills.

SENATOR BARACK OBAMA, Washington, D.C.

A Director's Internship in the office of Senator Obama is an excellent way to learn firsthand how our government works, and to play an important role in a U.S. Senate office. Students will have the opportunity to gain valuable knowledge and experience by assisting the Senator's professional staff with administrative, press, legislative and correspondence duties. The Director's Intern will be able to observe the inner workings of the federal government. Working with the Washington staff gives students a chance to see how the Senate functions, and how it interacts the other branches of government. Additionally, interns are encouraged to take advantage of everything Capitol Hill has to offer, including listening to floor debate, congressional hearings, seminars and speeches, utilizing Senate research facilities, and visiting Washington's museums. The Director's Intern will be required to participate in a broad range of office operations, ensuring a well-rounded experience.

UNITED STATES DEPARTMENT OF LABOR, Washington, D.C.

This Internship will provide the student with the opportunity to learn about how federal government agencies operate and to interact with the leaders of various agencies within the U.S. Department of Labor. Previous interns have had opportunities to work in a variety of areas, including public affairs, Bureau of Labor and Statistics, speechwriting, and outreach programs. Students will also be delegated general administrative duties, and should have strong writing and research skills. Labor Secretary Elaine Chao is a member of the IOP's Senior Advisory Board.

VALLEY TRUST (TVT), KwaZulu Natal, South Africa

Co-sponsored with Harvard's Initiative for Global Health and Harvard Medical School's Division on AIDS.

This is an internship cosponsored by two other Global Health Programs on campus, for a Harvard undergrad who would like a first hand experience working on Health Policy for HIV/AIDS patients in South Africa. The Valley Trust (TVT) is an NGO located in KwaZulu Natal, the province with the highest HIV prevalence in South Africa. TVT works closely with the KwaZulu Natal Provincial Department of Health to promote comprehensive initiatives intended to increase access to HIV/AIDS care and treatment, build sustainable health care infrastructure and improve the quality of life of the poorest South Africans. At TVT, the IOP Director's Intern will conduct research on a number of different health policy initiatives related to improving health care in resource poor, rural settings, particularly programs addressing the HIV/AIDS epidemic. Previous students conducted research in the efficacy of community health workers in providing support to patients living with HIV and Tuberculosis co-infection.

**VIETNAM PROGRAM AT THE KENNEDY SCHOOL OF GOVERNMENT,
Ho Chi Minh, Vietnam**

The Vietnam Program at the Kennedy School has been studying Vietnam's development for over fifteen years. Its flagship initiative is the Fulbright Economics Teaching Program (the Fulbright School), a Ho Chi Minh City-based center for public policy research, teaching, and policy dialogue. The Fulbright School studies closely the challenges facing Vietnam as the country strives to increase its participation in the global economy and lift more Vietnamese out of poverty. Ongoing research projects conducted jointly by Vietnamese and American scholars focus on property and affordable housing, industrial policy, trade, and a range of other macroeconomic issues. FETP's mid-career program, policy papers, and online publications provide policy makers and practitioners with an array of programs to educate themselves, gain a deeper understanding of the challenges they confront, and acquire analytical tools to assess complex issues and articulate policies. The Director's Intern will participate in a range of activities in support of the School's academic programs, research initiatives, and operation. Students will also be delegated general administrative duties, and should have strong writing and research skills. Please note that interns will work under sometimes demanding conditions, due both to the difficulties inherent with living in a developing country as well as to the fast pace of the School's activities. To get a more in depth picture of the Fulbright School's activities in Vietnam, please visit our website, www.fetp.edu.vn.

WILLIAM J. CLINTON FOUNDATION, New York City, NY

The mission of the William J. Clinton Foundation is to strengthen the capacity of people in the United States and throughout the world to meet the challenges of global interdependence. This mission is advanced using President Clinton's public and private networks to initiate research, dialogue and action, and is currently focusing its work in four critical areas: Health Security, Economic Empowerment, Leadership Development and Citizen Service and Racial, Ethnic and Religious Reconciliation.

The IOP Director's Intern will be offered a unique opportunity for growth, learning and meaningful service. The Clinton Foundation New York office staff is an experienced group of professionals, who work at a fast pace to handle a high volume of far-ranging assignments. At virtually every moment of the day, a great deal is happening here. Interns assist the staff with administration, communications, scheduling, and public outreach.

Apart from our interns' shared desire to contribute to the Clinton Foundation, they volunteer to serve in our Office for many different reasons. For some, interning is a way to come to a decision about a possible career in public service. For others, it's a way to contribute to the betterment of society, free of the constraints of electoral politics. Some have strong, specific interest in the economic development of our surrounding community of Harlem. For most, New York City itself, in all its variety, is part of the magnetism. Finally, for others, the nature of our work, with all the excitement, surprises, action, and ever-changing assignments is the draw.

Please mention in your essay why in general you would like to work for The Clinton Foundation as well as an emphasis on what qualities would make you a great fit for the department that most appeals to you. Qualifications for this Director's Internship include; strong writing skills, overall helpful, creative, diplomatic and strong research skills. Length of Internship is from Wednesday after Memorial Day through August. www.clintonfoundation.org The finalists for this internship will also have to fill out their online application.

**WILLIAM J. CLINTON FOUNDATION- Clinton Climate Initiative, Rome, Italy *
NEW**

The Clinton Climate Initiative was launched in August 2006 to develop and implement a range of actions that will accelerate greenhouse gas emissions reductions worldwide. With cities contributing approximately 75 percent of all heat-trapping greenhouse gas emissions to our atmosphere, while only comprising 2 percent of land mass, large cities are critical to winning this fight and slowing the pace of global warming. One program in CCI brings together cities, building owners, banks and energy-service companies to make changes to existing buildings to reduce greenhouse gas emissions. In addition to coordinating this program, CCI is providing direct assistance to individual cities and facilitating the sharing of best practices. CCI is also working to organize a purchasing consortium that will help cities buy energy efficient technologies at lower prices and create a measurement and information tool to help cities take an inventory of energy use to help direct future activities. Rome, Italy is one of the participating cities in this effort, and its CCI City Director is looking for the IOP Director's intern to help with research, writing, and meetings facilitation. Proficiency in Italian is a requirement, and a strong background or interest in business, economics, or climate change is a plus.

WINSTON GROUP, Washington, D.C.

The Winston Group is a Republican survey research and strategic communication firm in Washington, D.C. We are currently looking for applications from undergraduates in a variety of academic disciplines who have expressed an interest in public policy and political research. The Winston Group's internship offers an up-close look at the political consulting world, as well as firsthand experience with political survey research and polling analysis. Interns will gain exposure to many diverse policy topics and will leave the internship with a fuller understanding of the intersection between political strategy and policy outcomes. Interns will have a wide area of responsibility in our small firm: providing support in drafting poll questions, focus group scripts and analysis papers, updating accurate polling databases, and general administrative support. A background in statistics is helpful (though by no means required). Computer skills involving Microsoft Office are essential; additional skills in working with Apple computers, Keynote, and Final Cut are recommended but not required.

WOMEN for WOMEN INTERNATIONAL, Office of the President, Washington, D.C. *NEW

The IOP Director's Intern will be an "Executive Intern" at Women for Women. The Director's Intern will be responsible for assisting the Executive Department with administrative and research tasks for donor relations.

Duties and Responsibilities:

- Assist with the logistics for Executive department travel.
- Assist in the organizing office events, such as issue briefings, staff parties and meetings.
- Organize the department's files and help coordinate office move.
- Research general issues relating to women in post-conflict areas.
- Research issues relating to business and revenue strategies for women in post-conflict areas.
- Assist in overall administrative work for the department.
- Assist with mailings and donor cultivation for various events, including the 2008 NY Gala and London outreach events.
- Other duties as assigned.

Knowledge, Skills, and Abilities:

- Strong research and organizational skills, very detailed oriented.
- Strong commitment to working with women and women's issues.
- Self motivated and goal/deadline oriented.
- Dedication to the mission and programs of Women for Women International.
- Ability to work as a team member.
- Extensive computer skills (especially Microsoft Word, Excel, Access and the Internet) and word processing and data entry skills.
- Strong typing skills, proofreading skills and attention to detail required.
- Ability to work effectively under pressure without close supervision.
- Professional attitude toward work and in contact with staff and visitors.
- Working knowledge of office machines (faxes, copiers, etc.).