Career Development House Intern

The IOP’s Career Development team is responsible for providing students with practical experience, paid internships, skills training, advising, and a robust professional network to explore careers in politics and public service. Each year, the IOP provides 250+ paid internships as well as weekly office hours, skills-based workshops, an annual trek to Washington, D.C., and more.

The Career Development intern will undergo 10 hours of training during the spring 2019 quarter, as the incoming intern will be trained and onboarded by the outgoing intern. The internship will then begin in a full-time capacity in fall 2019 and continue through the end of spring quarter (June 2020). The Career Development intern will report directly to Melissa Navas, the IOP’s Director of Career Development.

The Career Development intern will have opportunities to plan professional development workshops, connect with political and public service organizations and contacts, coordinate and attend the DC Spring Break Career Trek, interact with IOP staff and fellows, and more.

Hours: 8-15 hours/week  
Compensation: $13/hour

Duties include (and are not limited to):
- Posting internship positions on Handshake
- Drafting correspondence to students and employers
- Compiling resources for students in advance of their summer internships
- Background research on new employers
- Data entry
- Planning logistics for Career Development treks, workshops, and panels
- Serving as front desk receptionist during IOP business hours

Qualifications:
- Interest in politics and public service
- Strong research abilities and resourcefulness
- Experience communicating with executives and people in leadership positions
- Ability to organize and plan events
- Excellent writing and verbal communication skills
- Familiarity with Google Docs, Dropbox, and Excel
- Strong organizational skills
- Ability to work with minimal oversight; self-directed and motivated

To apply, please submit a resume and cover letter.