



WPI RESEARCH & DEVELOPMENT INTERNSHIP

Cited by *Crain's NY Business* in 2006 as one of the most highly sought-after internships for ambitious students, WPI fielded more than 600 applications in 2013-2014. We hosted 40 interns who contributed brilliantly to our research, communications, development, marketing, public relations, event management, and editorial and online portfolio. Research and advocacy interns worked directly with WPI fellows; editorial interns played a significant role in expanding our multimedia presence, and were instrumental in developing our new weekly podcast series. This year's interns have hailed from as far away as India, Australia, Pakistan, France, Trinidad, Germany, and Singapore. In addition to interns from each of the Ivy League schools, WPI hosted students from the University of Chicago, Georgetown, Vassar, Oberlin, and Sciences Po Paris, as well as from top New York institutions like NYU, Bard, Fordham, and Columbia. Recent interns have gone on to hold positions in business, policy, and media organizations including the Council on Foreign Relations, the Peace Corps, *Time Magazine*, ABC, *Huffington Post*, *The Economist*, U.S. Congress, and UNDP.

The Internship Program at the World Policy Institute offers advanced undergraduate and graduate students the opportunity to gain practical experience in policy research and advocacy on international issues by assisting with research for the Institute's senior fellows and staff, and assisting with a variety of tasks involved in the operations of a respected center for innovative policy leadership.

RESPONSIBILITIES:

Internship duties vary but may include the following:

- Assisting senior fellows and Institute staff with project and program-related research and development, including participating in staff meetings on planning, processes and coordination; supporting the grant application and proposal process; individual donor and foundation research, etc.
- Liaising with partner institutions
- Managing individual donor communications, including assisting with campaigns, donor/member solicitation/acknowledgements and tracking contact information and conversations. Familiarity with Salesforce.com for Nonprofits is highly desirable.
- Event research, development and logistical support, including: partner, sponsor and venue identification; editing and some design of invitation text/format; liaison with partners and speakers; promotion to monthly event calendars; targeted promotion to relevant WPI/WPJ constituents and stakeholders; targeted promotion to partners, co-sponsors, media and other interested opinion leaders.
- Assist with general office operations
- Attend relevant events and report on them
- Event coordination and staffing

QUALIFICATIONS:

The successful candidate will:

- Be a graduate or advanced undergraduate student, and have a demonstrated interest in strategic organizational issues as well as global public policy issues such as migration, citizenship, climate change, technology, economic development, human rights, and counter-terrorism.
- Strong writing and communication skills
- Balance a desire to learn, take initiative and suggest better practices with a willingness to take constructive feedback and guidance.



- Have an entrepreneurial spirit and enjoy working in a highly autonomous environment.
- Be a good communicator and team player.
- Strong writing and research skills; must be able to digest large amounts of information into clear points
- Be able to multi-task, be extremely organized and have a meticulous attention to detail.
- The ideal candidate will be a self-starter with strong interpersonal skills who is well organized, attentive to detail, and willing to participate in a variety of tasks as needed.
- A keen interest in the Institute's mission and body of work and an awareness of current events are essential.

COMPENSATION, TERMS, & DEADLINES

COMPENSATION:

Internships are unpaid. Course credit is available and hours are flexible. Candidates should expect to be in the office 3 days per week.

INTERNSHIP TERMS AND DEADLINES:

The terms of this internship are flexible and applications will be reviewed on a rolling basis.

HOW TO APPLY:

Applicants should mail the following information:

- **Resume**
- **Cover letter [in the body of your e-mail]**
- **Two letters of recommendation**
- **Writing sample**
- **Availability**

PLEASE SEND ALL APPLICATION MATERIALS TO:

internships@worldpolicy.org

Alternatively, applicants may email the above information to the following address:

Internship Coordinator
World Policy Institute
108 West 39th Street, Suite 1000
New York, NY 10018

In the subject line of your e-mail, please state the specific internship position you are applying for as well as the semester you plan on interning (ex: "Research Internship - Spring 2014").

Please do not contact us by telephone. Because of the volume of applications, only those selected for an interview will be notified. Your ability to pay attention to detail will be judged in part by how well you follow the application instructions.