

**Democracy Fund  
Elections Program Internship, Summer 2020 (paid)  
Career Connector Job ID #11670**

**POSITION SUMMARY:**

Democracy Fund is seeking a highly motivated candidate to support the Elections Program for the Summer 2020 term. Please note that this is a full-time position (35-40 hours/week expected) in Washington, DC.

The Elections Program focuses on the administration of elections, pro-voter reform, and trust in elections by supporting unbiased research, bipartisan dialogue, and unconventional solutions that will ensure the views and votes of the American public come first in our democracy. A successful candidate believes the election system must provide the public with confidence that their voices can be heard and that they have the ability to hold their leaders accountable for their actions.

**PRIMARY RESPONSIBILITIES:**

Support efforts by Democracy Fund to improve data collection, knowledge management, strengthen learning systems, and foster a culture of learning

Provide logistical support during meetings with reform leaders, political figures, and academic authorities—this may include note-taking, drafting memoranda, proofing and copy editing materials, and welcoming visitors to Democracy Fund's office

Research issues in key policy areas relating to Democracy Fund's strategic objectives

Actively engage with all staff at Democracy Fund as a capable and collaborative team member. We count on our interns to contribute to policy discussions and help develop solutions to some of the greatest problems our nation faces today

Assist in evaluating grantmaking opportunities and with the preparation of internal memoranda and other materials that are part of the grantmaking process.

**EDUCATION, EXPERIENCE, AND SKILLS REQUIREMENTS:**

A deep passion for strengthening American democracy and improving access to voting

Willingness to contribute, learn, and respectfully engage with those who have different perspectives

Ability to work full time (35-40 hours/week)

Enrollment in (or completion of) an accredited (undergraduate or graduate) university program, or equivalent experience in the field

Excellent written and oral communication skills

Professional demeanor

Success in developing and maintaining institutional, political, and personal relationships

Flexibility and initiative to work both independently and as part of a team

Eagerness to learn, high self-motivation, and orientation towards details

Position is based in Washington, DC

Interested candidates should submit a cover letter and resume. In your cover letter, please confirm your availability for the fall semester, including ideal start/end dates and hours per week. Due to the volume of applications received, we are unable to follow up with all applicants. No calls please.

*Democracy Fund offers a paid internship program in an inclusive environment that gives students and recent graduates the unique opportunity to make important professional contributions to our work. For the Spring 2020 term, the pay rate is \$21/hour for undergraduate interns and \$25/hour for graduate level interns. Democracy Fund is committed to a diverse workplace, seeking voices and expertise from people from across the political spectrum. Our board, staff, advisors, and grantees include Republicans, Democrats, and Independents. Democracy Fund is an Equal Opportunity Employer, where we encourage candidates of all ages, color, ethnic background, country of origin, race, religion, disability status, gender, sexual orientation, and gender identity to apply.*

**To Apply:**

<https://democracyfund.applytojob.com/apply/zeMilkMxKn/Elections-Program-Internship-Summer-2020>