

ISPU is an independent, nonpartisan think tank and research organization committed to conducting objective, empirical research and offering expert policy analysis on some of the most pressing issues facing the United States, especially those related to Muslims here and abroad. We are currently seeking an Outreach and Research Intern to help support ISPU's policy and research efforts and expand its visibility among policymakers.

ISPU scholars, such as Hassan Abbas, Fawaz Gerges, and others provide regular content and analysis to ISPU. We partner regularly with other leading think tanks such as the US Institute of Peace and the Center for American Progress. Today, ISPU is recognized for its publications and is regularly cited in major media outlets.

This is an unpaid, part time or full time internship. We will support requirements for academic credit. There is a stipend available if the intern is required to travel for ISPU meetings or events.

Specific responsibilities include:

- Assist in the coordination of 9/11 series events and publication of policy briefs.
- Attend and take minutes during weekly research team meetings.
- Assist with research on the development of procedures to improve efficiency and transparency.
- Assist with event planning and logistics for policy related events in Washington, DC.
- Create and maintain a database of scholars, policy makers, and government staff working on the issues ISPU covers.
- Assist Research and Communications Managers with setting up meetings, researching leads, disseminating ISPU reports etc.
- Closely follow policy developments in Washington, DC and inform RM about new ideas for ISPU's work.
- Assist Communications Manager by researching media outlets, creating press packets, tracking web presence, writing and disseminating press releases, and assisting with social media strategies.

Qualifications

- Current undergraduate or graduate student, or recent graduate with a policy, international relations or social sciences degree.
- Previous internship or administrative experience, preferably research related
- Ability to work independently
- Excellent writing and communications skills
- Understanding of and experience in media and government relations
- Must be located in the Washington DC Metro area

To Apply:

Please send your resume, cover letter, and a short (3 page) writing sample to sbizri@ispu.org. No phone calls, please.