



INTERNSHIP OPPORTUNITY

The [Consortium of Social Science Associations](https://www.cossa.org/) (COSSA) is seeking an undergraduate-level intern. COSSA is a non-profit advocacy organization that promotes the value and widespread use of social and behavioral science across the federal government. COSSA advocates in Congress and a variety of Executive Branch agencies in support of federal funding for social science as well as sound policies that positively impact the conduct of social science research. This internship would be of interest to undergraduate students wishing to learn about advocacy/government relations, federal science policy, and/or non-profit organizations.

Intern duties may include, but would not be limited to:

- Conducting legislative research to assist COSSA staff with their government relations activities. This may include searching federal agency databases for social science projects, research on Members of Congress, and research on bills, regulations, and other policy developments, among other projects.
- Coverage of events, such as Congressional hearings, federal agency advisory committee meetings, scientific community and coalition events, etc., which may result in a written product, such as a newsletter article.
- During the spring, assisting with the preparation and execution of COSSA's Social Science Advocacy Day, and other ad hoc events as needed.
- Miscellaneous administrative duties i.e. organizing files, updating databases, etc.

Minimum Skills & Qualifications:

- Ability to work well with others in a collaborative environment.
- Professional demeanor and attention to detail.
- Interest in the legislative process; prior experience or knowledge of the legislative process is highly desirable.
- Curiosity in science and its role in shaping public policy.
- Strong writing and qualitative research skills.
- Ability to take direction, work under pressure, and meet deadlines while maintaining professional composure.
- Proficiency using Microsoft Office (Word, Excel, Outlook, PowerPoint, etc.).

Candidates should be comfortable supporting a small team of four (4) staff members. COSSA is happy to assist via course credit with a candidate's home institution. Alternatively, students who are not participating in the internship for college credit may be eligible for a small stipend.

Priority will be given to candidates available to work part time (approximately 20 hours per week), although COSSA can be flexible to accommodate academic schedules. Start and end dates of the internship program are flexible as well.

COSSA staff currently works in a hybrid environment out of Washington, DC. COSSA's headquarters is in downtown Washington, DC and is Metro accessible from the blue, orange, and silver lines (2 blocks) and the red line (5 blocks).

Interested individuals should send a resume and brief cover letter to Kenzie Shelstad at kshelstad@cosa.org. Applications are considered on a rolling basis.