



## THE HERITAGE FOUNDATION JOB BANK

### Jobs List

New Jobs!.....	1
The Heritage Foundation .....	7
Accounting/Finance .....	15
Attorney .....	15
Communications .....	20
Development.....	36
Education .....	47
Hill .....	47
Government Affairs .....	49
Non-Profit Policy Organizations.....	49
Other Non-Profit Organizations.....	74
Private Sector .....	75
Web and IT .....	76
Fellowships .....	78
Internships.....	79

*Should you obtain a position listed below, we'd love to hear your success story! Please share by emailing [Kyle.Bonnell@heritage.org](mailto:Kyle.Bonnell@heritage.org). Thanks!*

### New Jobs!

#### **NEW JOB!**

#### **The Heritage Foundation – Research Assistant, Center for Health Policy Studies**

The Research Assistant will contribute to the development of written products by providing research support to senior analysts, conducting independent research, gather data, and producing shorter analytical pieces under the supervision of senior researchers. The Research Assistant will have a basic understanding of health care and the public policy process, and

excellent writing, communication and organizational skills. B.A required, prefer enrolled or preparing to enroll in graduate program. This is an entry level position. Ideal candidates will have strong writing and verbal communications skills; be well organized; experienced in MS Office and Outlook, especially Excel and PowerPoint; demonstrated top-quality research, analysis, writing and communication, with emphasis on accuracy, insightfulness, and timeliness; have knowledge of the conservative movement and principles; ability to apply principles to policy research and current topics; and the highest possible character (maturity, integrity, and accountability). For more information and to apply, please visit <http://www.heritage.org/about/jobs/fulltime/research-assistant-center-for-health-policy-studies>. Added 11/3/2015.

***NEW JOB!***

**The Woodrow Wilson International Center for Scholars – Scheduler/Executive Assistant**

The Wilson Center seeks Scheduler/Executive Assistant for the Executive Office. The incumbent will maintain the Director, President and CEO's (hereinafter, President) official schedule, travel plans, and related records. In order to qualify you must possess a minimum of five years of directly related experience as a Scheduler for a prominent executive or government official that includes experience in making travel reservations and arrangements. A background and/or interest in international relations and/or security studies or related fields are highly desirable, as is experience in a congressional office. An undergraduate degree is also required. For more information and to apply, please visit <https://www.usajobs.gov/GetJob/ViewDetails/419499700>. Added 11/3/2015.

***NEW JOB!***

**National Alliance for Public Charter Schools – Senior Manager of Programs**

The National Alliance for Public Charter Schools, the leading national nonprofit dedicated to advancing the charter school movement, is recruiting a talented and motivated events management professional to join its team. Reporting to the senior director of programs, the senior manager will perform tasks and manage projects to help meet the organization's long-term event goals. The senior manager will work as part of a team that creates and

implements strategies to improve and grow the National Charter Schools Conference and the National Alliance's other events with creativity and within budget. S/he will lead the budget, contracting, and marketing activities and must have strong budget and writing skills and will support the conference production team with logistical and programmatic elements. The job requires 15 – 20% travel. The ideal candidate must be comfortable prioritizing multiple tasks in a fast-paced environment. A successful candidate will have experience working on a team, solving problems, and meeting deadlines and must be high-energy, outgoing, and friendly. Qualifications: Bachelor's degree and a minimum of four years of experience in event planning; ability to travel roughly 20 percent of time; flexibility during peak workload periods is a must; excellent written, oral, interpersonal, and negotiation skills are required; proven experience formulating and executing budgets and meeting or exceeding bottom line revenue targets; and advanced knowledge of Microsoft Office with strong Excel skills required. For more information and to apply, please visit [http://www.publiccharters.org/jobs-national-alliance/117803/?gh\\_jid=117803&gh\\_src=gwj4d8](http://www.publiccharters.org/jobs-national-alliance/117803/?gh_jid=117803&gh_src=gwj4d8). Added 11/3/2015.

***NEW JOB!***

**Mercatus Center – Program Associate**

The Mercatus Center at George Mason University seeks a Program Associate for Academic and Student Programs. This position reports to the Deputy Director of Academic and Student Programs, and is located on the Fairfax campus. Responsibilities include: provide administrative and research support for Academic and Student Programs; serve as a central point of contact for logistical questions and concerns from Mercatus Center staff, current students, and prospects; assist in the scheduling and administrative needs for scholars; assist in office management, including day-to-day office operations (facilities maintenance, office and kitchen supply inventory stock, and presenting a professional-office appearance); draft program notes and reports and execute special projects, delegating subtasks to junior program staff as relevant; assist with writing of website content, as well as copy editing of manuscripts, journal articles, and other research products; and assist with staffing of program events, recruiting efforts, etc. Requirements include: Bachelor's degree; excellent attention to detail and organizational skills; demonstrated ability to multitask and balance multiple short- and long-term projects without direct supervision; strong writing and editing skills; and

experience in a professional staff support, program management, and/or events management role preferred. For more information and to apply, please visit

[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=1151364&B\\_ID=91](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=1151364&B_ID=91). Added 11/3/2015.

***NEW JOB!***

**National Pro-Life Organization – Internet Development & Data Security Specialist**

A dynamic, national pro-life organization is seeking an Internet Development and Data Security Specialist (IDDSS). The non-profit specializes in targeted media campaigns to educate the public about the dignity of the preborn and the abuses of the abortion industry, serving as the leading watchdog organization for the most crucial human rights movement of our time. The ideal candidate must be driven to do the best work of his/her life and focused on truly making a difference in the world. The IDDSS is a consummate professional with the expertise and experience necessary to help maintain and secure technology platforms. Working closely with the core leadership and project leaders, the IDDSS possesses the passion, determination and focus necessary to change the national discussion through strategic events that inspire political and social change. Qualifications: at least 3 years of IT work in the areas of internet technology, web development, or data security; proficiency in web technologies including HTML, CSS, Wordpress, POP3, IMAP, and PHP; hunger to constantly improve professionally; and a high degree of energy, self-motivation, and flexibility. The IDDSS's work schedule will require occasional travel and nontraditional work hours, depending on system and project needs. Compensation varies, depending on the skill and experience of the applicant. Location to be discussed. Please send resume, statement on pro-life position, and cover letter to [prolifejob@gmail.com](mailto:prolifejob@gmail.com). Added 11/3/2015.

***NEW JOB!***

**Friedman Foundation – Director of Development (Indianapolis, IN)**

In conjunction with the CEO and Senior Vice President, the Director of Development will: establish organizational fundraising goals and a build fundraising plan to meet those goals; create a donor outreach program;

oversee a master communication calendar and track current, future and pending solicitations and relationship-building activity; identify major individual prospective donors and work to set up meetings between the prospects and appropriate Foundation staff; identify grant-making foundations that would be interested in the work of the Friedman Foundation, assist in preparing grant proposals and write follow up reports when funds have been spent; work to develop strategies for donor relationship-building and gift solicitation; when appropriate, solicit major gifts; manage vendors who are assisting the Foundation with its fundraising efforts; maintain a good working knowledge of the organization's programs and funding priorities; and ensure that all development systems operate efficiently and effectively, including the management and use of the Foundation's database. The ideal candidate will possess the following attributes: at least 3-5 years of development/fundraising experience including the direct solicitation of donations from individuals or institutions; good organization skills and strong communication skills; comfort using standard computer programs like Word, Excel, Adobe, and Power Point; and a positive demeanor, entrepreneurial attitude and willingness to collaborate with others. Qualified candidates should submit the following in one PDF document: resume, cover letter detailing your sincere interest in this position/mission of the organization and your salary requirements, and a writing sample. Materials should be emailed to Lauren Vander Heyden Skiver at Talent Market, who is assisting with the search:

lauren@talentmarket.org . All materials should be sent in one PDF file with your name in the file name. While we thank all applicants in advance for their interest in this position, we are only able to contact those to whom we can offer an interview. No phone calls, please. Added 11/3/2015.

### ***NEW JOB!***

#### **Conservative Southeastern Congressman – Legislative Assistant**

Conservative southeastern member seeks Legislative Assistant to handle issue areas, assist in drafting legislation, provide policy research, and liaise with constituent groups and stakeholders. Superior writing skill and ideological fit are an absolute must. Successful candidates will have a fluid style, a strong knowledge of English usage, and a passion for the details of written communication. Must be able to produce on deadline. Hill experience preferred but not necessary. Nontraditional resumes welcome. Please send a

resume and writing samples of varied forms to [semember3@gmail.com](mailto:semember3@gmail.com). No calls, faxes, or drop-ins please. Added 11/3/2015.

***NEW JOB!***

**Middle East Forum – Research Assistant**

The Middle East Forum (MEF), a research institute based in Philadelphia, seeks a part-time (apprx. 20 hours/week) research assistant whose work will mainly focus on the Islamist Watch project. Islamist Watch protects Western values by unveiling and combating non-violent lawful Islamism through research, dissemination and activism. Sophisticated and often well-funded, lawful Islamists use political, educational and legal means to eat away at the foundations of Western society, including religious pluralism, freedom of speech, and equality under the law. Responsibilities include: tracking campaign donations of prominent lawful Islamists; managing the Islamist Money in Politics database; and tracking activities of approximately 40 lawful Islamist organizations. The successful candidate will work as an independent contractor; location in the Boston-to-D.C. corridor is a plus, but not required. Candidates should prepare an application that includes: a cover letter indicating interests, qualifications, and goals; a résumé or CV; and two brief writing samples. Applications should be compiled in a single document (preferably PDF, Word is acceptable), titled with candidate's name in reverse order without spacing (ex. ChurchillWinston), attached in an e-mail, and sent to [Personnel@MEForum.org](mailto:Personnel@MEForum.org) with "Application for Research Assistant" in the subject line. Added 11/3/2015.

***NEW JOB!***

**American Bar Association – Legislative Counsel**

The American Bar Association's Washington DC Governmental Affairs Office seeks a bright, energetic attorney to advocate on behalf of the ABA before Congress and other governmental entities on issues of importance to the legal profession. The Legislative Counsel will devise and execute lobbying strategies for the effective implementation of ABA policies; analyze legislation and proposed regulations; draft advocacy documents to Congress and other governmental bodies; engage in legal research and writing; and provide legislative advice to ABA entities and other advocacy organizations. A law degree and five years of legal experience that includes three years as a

federal lobbyist or working with or for Congress or Executive Branch agencies on legislative policy are required. Experience working on a variety of legal issues is desirable. Top candidates will have excellent written and oral communication skills, a professional demeanor, a demonstrated ability to exercise independent judgment, and a team orientation. Starting salary in the mid-to-high 80s. To apply, please visit the ABA's website at [http://www.americanbar.org/about the aba/employment at the aba/aba job search.html](http://www.americanbar.org/about_the_aba/employment_at_the_aba/aba_job_search.html) and use the search term "Legislative Counsel." Added 11/3/2015.

***NEW JOB!***

**Senior U.S. House Office – Digital Strategist**

A senior U.S. House office is seeking a digital strategist. Candidate must be proficient with social media management and graphic design, have an understanding of basic video editing and production, and be capable of managing a Wordpress website. Strong written and verbal communication skills are a must. Compensation is competitive and will be commensurate with experience. For more information and to apply, please visit <http://engagedc.applytojob.com/apply/nyaVIB/Senior-Digital-Strategist.html>. Added 11/3/2015.

***NEW JOB!***

**Capitol Hill Committee – Visual Designer**

A high profile Capitol Hill Committee seeks a talented graphic design staffer. This position requires a minimum of two to three years' experience in graphic design. 2015 graduates with superior portfolios are also encouraged to apply. Applicants should be proficient in the Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere Pro), Final Cut Pro, or comparable editing software. This is a full-time position in Washington, DC and comes with a generous benefits package; it is an immediate opening. We will place the most weight on your proven work, so please submit your portfolio with your application (links to your website or Dribbble profile preferred). For more information and to apply, please visit [http://20111205201553\\_k8t1ays4ec33sen2.applytojob.com/apply/z5Rcat/Visual-Designer.html](http://20111205201553_k8t1ays4ec33sen2.applytojob.com/apply/z5Rcat/Visual-Designer.html). Added 11/3/2015.

## ***NEW JOB!***

### **Institute for Family Studies – Director of Communications**

We are looking for a dynamic, motivated, and experienced communications specialist with both a passion for reviving marriage and family where they are weakest, and a proven capacity to reach and educate community leaders, particularly those in the media that play such a critical role in alerting the general public of pressing social concerns. The incumbent's primary duty will be to saturate our targeted constituencies in each community with intellectual ammunition from IFS' stable of leading family scholars, looking all the while for innovative methods and venues (large and small) for disseminating the IFS story on marriage and family to interested and relevant parties. By familiarizing the media and other opinion leaders with the personalities and insights of IFS scholars, the incumbent will play a crucial role in educating the entire community regarding the true extent of the marriage crisis, and creating real momentum for concrete efforts to stem the tide of out-of-wedlock births, cohabitation, and divorce that too often characterize the reality of American family life. The ideal candidate will possess five years plus in media and/or media relations, preferably with a public policy emphasis; familiarity with the fundamentals of social science research; a graduate degree in social science a plus (though not required); a passion for restoring the health, vitality, and integrity of the American family; excellent written and verbal communication skills; experience in public speaking and representing organizations in media interviews; a self-starter attitude with experience working independently, in "remote office" settings, and without daily supervision; and ability to contract and collaborate with website designers, multi-media specialists, and public relations experts on needed IFS educational and promotional materials. We are looking to fill the position by December 31, 2015. Interested candidates should send a letter of interest and resume with salary history to the president of IFS, Dr. Richard A. Brake, at [rich@ifstudies.org](mailto:rich@ifstudies.org). This position is a "remote-office" opportunity for someone interested in working from his or her home, but with regular and routine communication with IFS leadership via telephonic and computer means, as well as at least quarterly in-person planning sessions in Virginia. Competitive salary and benefits commensurate with experience. Added 11/3/2015.



***NEW JOB!***

**Congressman Blaine Luetkemeyer – Spring 2016 Internship**

Congressman Blaine Luetkemeyer (MO-3) is currently seeking interns in his Washington, D.C. office for Spring 2016 (January-May). Interns perform a variety of responsibilities, including answering phones, receiving guests, and providing tours of the Capitol Building. They will also research legislation for the legislative staff, attend hearings and briefings, and answer constituent letters on various issues before the House. Interns should possess strong research, writing, analytical, and interpersonal skills. Moreover, candidates should express an interest in politics and conservative values. All internships are unpaid. However, if your college or university offers credit hours we are happy to complete any necessary evaluations. Interested candidates should contact Edward Rolwes and email their resume and cover letter to: [edward.rolwes@mail.house.gov](mailto:edward.rolwes@mail.house.gov). Added 11/3/2015.

***NEW JOB!***

**The Washington Free Beacon – Spring Internship (Paid)**

The Free Beacon is seeking college students with an interest in journalism to grow their experience in new media strategies as an intern this coming spring. Duties will include: assisting our Social Media Director with managing all social media platforms, learning video skills, optimizing online outreach through specific projects, creating graphics, writing squibs, and aiding in any miscellaneous administrative tasks. Excellent editing skills and a willingness to learn is expected. Prior knowledge of Twitter, Facebook, Instagram, Vine, and Google Plus is preferred. Full or Part Time available. Please submit resume and cover letter to the Outreach Coordinator, Rosemary Ferrera at [Rosemary@freebeacon.com](mailto:Rosemary@freebeacon.com) by December 14th 2015. Added 11/3/2015.

***NEW JOB!***

**American Enterprise Institute – Spring Internship**

The American Enterprise Institute for Public Policy Research (AEI) is seeking interns for the Spring 2016 internship term. Internship opportunities are available on both the research and business sides of the think tank. All positions require excellent organizational, research, writing, and computer skills, as well as the ability to multi-task. Responsibilities on the research side include research, writing, editing, and some administrative work. Most of our research positions support more than one scholar, but they are generally grouped by topic. On the business side of the think tank, our conferences, development, communications,

and government relations offices all seek interns. Competitive candidates for these internships will generally possess a 3.6 GPA from a top ranking college or university. AEI will be hosting approximately 70 interns this spring. If you are interested in any of these opportunities and would like to look at our full list of internship openings, please visit [www.aei.org/internships](http://www.aei.org/internships) for directions to apply. We ask that you submit all application materials via the online portal found [here](#), applying to the specific jobs postings. You are welcome to apply for as many internship opportunities as you would like. An application is only considered complete if we receive all of the following application documents: resume, cover letter, 500-word academic writing sample, and an unofficial copy of your academic transcripts. Added 11/3/2015.

## **The Heritage Foundation**

### **The Heritage Foundation – Graphic Designer**

Design, layout and produce creative concepts for print and digital products including invitations, books, social media graphics, advertising campaigns, video and other collateral that advances organizational goals. Collaborate within Creative team and across organization to create brand appropriate design solutions that resonate with defined audiences. Understand the brand identity of The Heritage Foundation and The Daily Signal—know our look and how to apply it. Candidates should have 2-4 years of experience in graphic or visual design. In-house agency experience a plus. Job duties include: understand visual identity of both Heritage and The Daily Signal and be able to translate these defined aesthetics into brand appropriate visual solutions; design and layout print and digital products; collaborate with client partners and Creative Director to understand audience and goals for every project; find or create appropriate art (photos, illustrations, other graphics) for design projects, heritage.org or dailysignal.com; prep files for print vendors and/or for digital dissemination; maintain standards of quality, legibility, and aesthetics in all design materials; and perform other related duties as required. For more information and to apply, please visit <http://www.heritage.org/about/jobs/fulltime/graphic-designer>. Added 10/30/2015.

### **The Heritage Foundation – Membership Associate, Direct Marketing**

The Membership Associate oversees direct-marketing fundraising for The Heritage Foundation's mid-level giving programs, including direct mail, telemarketing activities and providing excellent donor service. This position will manage the President's Club direct mail program by working with outside agencies to develop, review and approve copy, package design, and data; manage list selection; provide analysis of package results and track program results, manage the mid-level telemarketing program including a team of solicitors who work directly with President's Club member to ensure fundraising and stewardship goals are met and exceeded, and oversee internal revenue reporting for programs as well as aid in the preparation and management of overall mid-level budgets. 2-3 years of direct marketing experience and support and understanding of the Heritage mission and vision for America required. To learn more and apply, please visit <http://www.heritage.org/about/jobs/fulltime/membership-associate-direct-marketing>. Added 9/22/15.

### **The Heritage Foundation – Visiting Fellow in American Political Thought**

The one-year Visiting Fellow in the Simon Center for Principles and Politics is open to current university faculty on sabbatical or leave and to recent Ph.D.'s. Applicants should demonstrate an ability to relate the foundational principles of American political thought to contemporary issues and debates. The Fellow will conduct research in any of the areas of interest to the center including, but not limited to: the Founding and Founding Principles, Constitutional Government and the Administrative State, Modern Conservatism and Liberalism, Statecraft and America's Role in the World. Requirements: PhD. in Political Science or a related field; preference will be given to faculty members on sabbatical or on leave, although recent Ph.D.'s will be considered; possess a proven interest in the Simon Center's mission of promoting a proper understanding of America's founding principles and applying them to inform contemporary policy debates. The Fellow will receive an annualized salary, commensurate with his/her experience. As this is a temporary position, it does not

include employee benefits such as health insurance. For a full description and to apply, please visit <http://www.heritage.org/about/jobs/temporary/visiting-fellow-in-american-political-thought>. Added 9/22/2015.

### **The Heritage Foundation – Senior Communications Manager, International Affairs**

The Senior Communications Manager is responsible for international affairs public relations for the Kathryn and Shelby Cullom Davis Institute for National Security and Foreign Policy international affairs programs and its policy experts including media relations, message development and issue project leadership. The Senior Communications Manager serves as the point of contact with other Strategic Communications teams. Candidates should have a BA/BS, preferably in journalism, communications, or political science and have a minimum of 6-8 of relevant experience, including at least three years with management duties. For a full description and to apply, please visit <http://www.heritage.org/about/jobs/fulltime/senior-communications-manager-international-affairs>. Added 9/18/2015.

### **The Heritage Foundation – Database Assistant**

The Database Assistant is responsible for processing all donations, running various income reports, and ensuring the integrity of the database. Job duties include: oversee and process all donations in a timely and accurate manner, working with outside vendors and internal team members to ensure proper follow-up, accurately input and update data, including large imports, work with the Accounting department to track all income and resolve any discrepancies, run various reports to track income on a weekly/monthly/quarterly/annual basis, and serve as main point for development department for updating records. 1-2 years database management experience, knowledge of accounting procedures, and understand and support for the Heritage mission and vision for America and the department's goals and objectives required. You can learn more and apply at: <http://www.heritage.org/about/jobs/fulltime/database-assistant>. Added 9/15/15.

### **The Heritage Foundation – News Editor, The Daily Signal**

The Daily Signal's News Editor serves as lead editor on news content, both print and video, working with reporters and fellow editors to plan, develop, and execute high-impact investigative and feature reporting, as well as reporting on breaking news. The News Editor should have excellent news judgment and ability to edit stories quickly without compromising a commitment to fair, accurate and trustworthy reporting. Job duties include: edit news stories each day, quickly and accurately, to establish The Daily Signal as the leading source of news on Washington's most important political and policy debates, work with the editor in chief and managing editor to brainstorm, identify, and assign timely story ideas relevant to Daily Signal readers that meet short and long-term goals, and manage content through the editorial process efficiently and according to documented workflow (e.g. updating story budget, working with proofreader, publishing stories). 5 years of relevant experience with news editing required. Previous experience working with video content preferred. To learn more and apply, please visit <http://www.heritage.org/about/jobs/fulltime/news-editor>. Added 9/4/15.

### **The Heritage Foundation – Customer Service Manager**

The Heritage Foundation is passionate about building relationships that inspire donors, and creating donor experiences that build trust and loyalty. We accomplish this through mail,

phone calls, email, social media and personal visits. This position is responsible for creating and managing the tools and teams necessary to provide exceptional donor service to the hundreds of thousands of Heritage Foundation members and supporters. Job Duties: donor delight- evaluate, improve, and grow Heritage's capabilities to not simply meet donor expectations but create experiences that inspire trust, loyalty, and donor delight; conversation- earn feedback and quickly respond to the needs of our donors on an individual and program wide basis through mail, phone, email, social media and Heritage guests; measure success- create the tools necessary to measure and report on our success at providing exceptional customer service and continue to challenge the status quo; culture building- provide leadership to the Heritage development team, and institution as a whole, on why and how to provide world-class donor services and experiences for Heritage supporters. Education: Bachelor's Degree required. Experience: 5-8 years of customer service experience with 2-3 years in a leading role. Passion for world-class customer service and donor engagement is a must. Experience in or running a call center environment preferred. To learn more and apply, please visit: <http://www.heritage.org/about/jobs/fulltime/customer-service-manager>

### **The Heritage Foundation – Research Assistant, Center for Data Analysis (Temporary)**

The Heritage Foundation's mission is "to formulate and promote conservative public policies based on the principles of free enterprise, limited government, individual freedom, traditional American values, and a strong national defense." Under that mission, the main objectives of the Foundation's Institute for Economic Freedom and Opportunity are to limited the size, scope, cost and intrusiveness of government, expand individual freedom in a context of ordered liberty, and facilitate economic growth through free markets. Within that Institute, the Center for Data Analysis provides empirical research services to Heritage and to help build, through empirical and other research, publication, and other activities, the intellectual foundation for Heritage conservative public policies. The Research Assistant is responsible for assisting both the director and research staff in undertaking research and writing projects, assisting with responses to information requests from congressional staff and journalists, tracking legislation, and helping to design and maintain web-based products and pages. This position is entry level. Candidates should have familiarity with policy research techniques and the production cycle for policy analysis. B.A. in economics, advanced degree is preferred. Candidates must have good training in economics and finance. For a full description and to apply, please visit <http://www.heritage.org/about/jobs/temporary/research-assistant>. Added 8/7/15.

### **The Heritage Foundation – Research Fellow, Fiscal Affairs**

The Heritage Foundation's mission is "to formulate and promote conservative public policies based on the principles of free enterprise, limited government, individual freedom, traditional American values, and a strong national defense." Under that mission, the main objectives of the Foundation's Institute for Economic Freedom and Opportunity are to limit the size, scope, cost and intrusiveness of government, expand individual freedom in a context of ordered liberty, and facilitate economic growth through free markets. Within that Institute, the Roe Institute for Economic Policy Studies engages in work on assigned economic issues, such as spending, taxation, and borrowing by government, regulations, agriculture, banking, energy, finance, and transportation. The Research Fellow in Federal Fiscal Affairs in the Roe Institute focuses on spending, taxation, and borrowing by the federal government, with special emphasis on federal budget and appropriations matters. Candidates should have a graduate degree or the acquisition of equivalent level of technical and research skills, as well as

substantial experience at senior levels on economic issues, including federal spending, taxation, and borrowing and, in particular, federal budget and appropriations matters; prior governmental experience working on these matters preferred. For a full description and to apply, please visit <http://www.heritage.org/about/jobs/fulltime/research-fellow-for-fiscal-affairs>. Added 7/28/15.

#### **The Heritage Foundation – Research Assistant, Economic and Budget Policy**

The Heritage Foundation's mission is "to formulate and promote conservative public policies based on the principles of free enterprise, limited government, individual freedom, traditional American values, and a strong national defense." Within the Foundation and based on those principles, the main objectives of the Institute for Economic Freedom and Opportunity are to limit the size, scope, cost and intrusiveness of government, expand individual freedom in a context of ordered liberty, and facilitate economic growth through free markets. Consistent with the mission and those objectives, the incumbent will contribute to the development of written products by providing research support to senior analysts, conducting independent research, and producing shorter analytical pieces. The Research Assistant will also provide data gathering and evaluation assistance under direction. A B.A. is required, and candidates enrolled or preparing to enroll in graduate program are preferred. For a full description and to apply, please visit <http://www.heritage.org/about/jobs/fulltime/roe-institute-research-assistant>. Added 7/21/15.

#### **The Heritage Foundation – Senior Communications Manager, Institute for Economic Freedom and Opportunity**

The Heritage Foundation's mission is "to formulate and promote conservative public policies based on the principles of free enterprise, limited government, individual freedom, traditional American values, and a strong national defense." The Senior Communications Manager is responsible for all aspects of public relations for Institute for Economic Freedom and Opportunity and its policy experts including media relations, message development, and issue project leadership. The Senior Communications Manager also serves as the primary point of contact with other Strategic Communications teams and coordinates between the two teams. Candidates should have a minimum of a Bachelor's Degree and 5-7 years of related experience. For a full description and to apply, please visit <http://www.heritage.org/about/jobs/fulltime/senior-communications-manager>. Added 7/10/15.

#### **The Heritage Foundation – Graduate Fellow, Health Policy (Temporary)**

The Center for Health Policy Studies at The Heritage Foundation is pleased to announce a fellowship opportunity available to graduate students currently pursuing studies in a variety of disciplines, including health policy, public policy, medicine, economics, statistics, business, and other policy-related fields. The program is designed to help graduate students launch a career in shaping a health policy guided by conservative principles. The fellowship is a semester based, 12-week program. Start and end dates are determined with The Center for Health Policy Studies. This is a paid fellowship; it is a temporary position that does not include employee benefits such as health benefits. Applicants must be enrolled in, or recently completed, a graduate program in health policy, public policy, medicine, economics, statistics, business, or other policy-related field; excellent in quantitative analysis and statistical methods, evidenced by graduate-level statistics and methods courses; and interested in The Center for Health Policy Studies mission (i.e., entitlement program reform, tax treatment of

health care, state health care reform). For a full description and to apply, please visit <http://www.heritage.org/about/jobs/temporary/graduate-fellow-health-policy>. Added 6/9/15.

### **The Heritage Foundation – Graduate Fellow, Welfare Studies (Temporary)**

The Heritage Foundation is now seeking applicants for graduate fellows who will work with Heritage experts focusing on welfare and social policy. Fellows will work toward developing solutions and programmatic reforms that transform programs so that positive tangible results can be achieved and help move our nation's poorest families toward stability and economic self-sufficiency. Identifying other partners outside of government such as community and faith based organizations that may be good models of reform and potential partners to government welfare programs will also be a priority. The program is available primarily to graduate students in the social sciences, including those studying sociology, economics, health care, psychology and statistics; other disciplines considered. Fellows will work alongside staff at The Heritage Foundation in Washington, D.C. The Fellowship follows a 12-week curriculum. Start date at discretion of The Heritage Foundation with some flexibility in timing. This is a paid fellowship; it is a temporary position that does not include employee benefits such as health insurance. For a full description and to apply, please visit <http://www.heritage.org/about/jobs/temporary/graduate-fellow-health-policy>. Added 6/9/15.

### **The Heritage Foundation – Systems Administrator**

Description: The Systems Administrator position is responsible for day-to-day configuration, administration, operations and maintenance of The Heritage Foundation Information Systems servers, storage, network equipment, and related infrastructure. This position also operates and maintains management systems that interface with the IS equipment and networks to monitor and report on system and network availability. This position is expected to have and maintain a superior knowledge of systems and network security and act in accordance with best practices as well as maintain a knowledge of current industry trends. Requirements: Environment: Microsoft Windows Server OS 2003 to current, Active Directory, DFS/DFS, Microsoft Cluster Services, Microsoft Exchange 2003 frontend/backend cluster, Microsoft System Center Configuration Manager, 2003 & 2008, Terminal Services management, Microsoft Dynamics SL, SMTP, DHCP, DNS, layer 2 & 3 Brocade switch and router management, Palo Alto Networks Advanced Threat Management, IPSEC & SSL VPN, Symantec Enterprise Antivirus, FileVault, and BackupExec, VMware VI3/vSphere/VDI/View, Hyper-V, basic IIS administration, MOSS 2007, SQL 2000 & 2005 cluster, Blackberry Enterprise Server, EMC & HP/LeftHand storage, Raiser's Edge, Advanced Host Monitor, IP Monitor, Microsoft Office, SPSS, Haver Analytics, ESRI; On-call responsibilities as assigned; ability to work after-hours when necessary; Ability to trouble-shoot problems and anticipate consequences of actions; Detail-oriented with strong organizational skills; ability to prioritize tasks and carry out responsibilities in a timely manner; Strong verbal and written communication required; Willing and eager to work with a variety of individuals; Understand and support the Heritage mission and vision for America, and the department's goals and objectives. For a full description and to apply, please visit <http://www.heritage.org/about/jobs/fulltime/systems-administrator>. Added 04/03/15.

## **Accounting/Finance**

### **George W. Bush Presidential Center – Accountant, Specialist (Dallas TX)**



Reporting to the Controller, the Accountant, Specialist, will assist with the financial reporting and accounting responsibilities and administration of the day-to-day operations of the accounting function; apply proper accounting treatment; follow appropriate internal controls; assist in the accounting for complex reconciliations; analyze and interpret financial results and perform special projects as required. Accounting and Finance supports all departments and divisions of the Bush Center in a friendly, professional and proactive manner by being creative, flexible and maintaining organizational perspective to support the mission and vision of the George W. Bush Presidential Center. Qualified candidates will have a Bachelor's degree in accounting or related field; minimum of two plus years of accounting/finance experience, CPA or Candidate preferred; strong data entry skills with meticulous attention to details and timelines; advanced Excel skills; strong technical skills; the ability to learn particular accounting software/programs; exceptional judgment and discretion with the highest level of integrity and confidentiality; and a commitment to the mission and vision of the George W. Bush Presidential Center. For more information and to apply, please visit [https://career4.successfactors.com/career?\\_s.crb=g3ubB%252bJX17ouvXW1C0zZxZQ%252baVU%253d](https://career4.successfactors.com/career?_s.crb=g3ubB%252bJX17ouvXW1C0zZxZQ%252baVU%253d). Added 10/30/2015.

#### **Mercatus Center – Finance Assistant**

Come work for a fast-paced and growing finance team as a part-time finance assistant. Learn how a non-profit finance team works from the ground up. This is a perfect opportunity for an accounting undergrad to get fully submerged in a department and familiarize yourself with accounts payable, financial reporting and tax requirements. Must be liberty-minded! Responsibilities: scanning and filing, data entry, monitoring and collecting timesheets semi-monthly, QuickBooks records maintenance, and Excel and SharePoint document management. High attention to detail is a must. Benefits: flexible, professional, open office environment that encourages innovation and entrepreneurship and provides substantial opportunity for professional growth; \$12/hour pay; flexible schedules and around 25 hours per week. To apply, please visit <http://mercatus.org/job-postings>. Added 10/27/2015.

#### **Young America's Foundation – Accounts Payable Clerk (Reston, Virginia)**

The Accounts Payable Clerk is responsible for the accounts payable functions of the foundation, invoice and expense report coding, maintaining vendor records, performing analysis of accounts and other financial areas as directed, participating in the annual financial audit, preparing 1099s, reconciliations, and month/year-end close. Primary responsibilities include: accounts payable function of the Foundation including proper coding of invoices, credit card statement, and expense report coding; preparation of 1099s; reconciliation and month/year-end close; providing telephone and email support to Foundation staff/vendors. Requirements: Bachelor's of Science in Accounting and/or one to three years or equivalent accounting experience, preferably with a non-profit organization; superior communication skills, both verbally and in writing; knowledge of accounting standards, conventions, and principles; experience in financial reporting packages such as FRx in Dynamics GP, Great Plans; technologically savvy, computer literate and experienced in Microsoft Office Suite (with strong skills in Excel, Word and Adobe) and Internet research; and confidence, presence of mind, analytical thinking, and the ability to multitask numerous responsibilities. Compensation commensurate with experience. Please submit resume, references, all salary history, and a cover letter to: Director of Finance Steve Trotman at [strotman@yaf.org](mailto:strotman@yaf.org). Added 9/18/2015.



## **The Heartland Institute – Staff Accountant**

The Heartland Institute's Staff Accountant reports to the vice president - administration and is responsible for day-to-day bookkeeping, bank account reconciliations, and monthly and annual financial reporting. He or she works closely with the finance manager on annual budgeting and with independent auditors on the annual financial audit. He or she assists the president and department heads in revenue and spending analysis and budgeting.

Responsibilities: maintain the books of account in a manner consistent with GAAP and provide accurate financial information to all staff and other parties in a timely manner; assist the president and department heads in the preparation of budgets, contracts, and grants as required; maintain a system for tracking the implementation of budget, grant, and contract financial objectives; be familiar with all vendors, grants, contracts, and budgets of the company; maintain a system of internal controls to safeguard the agency's assets. Accounts Payable: oversee and maintain accounts payable to ensure payments are processed accurately and timely; process checks, prepare for signature, mail or otherwise distribute; oversee and maintain vendor records – ensure accuracy of addresses, process W9s for SSNs. Accounts Receivable: oversee and maintain receivables system; record check and credit card deposits (processed by others on staff). Monthly Reporting: review all financial transactions to ensure the overall accuracy of company transactions; reconcile all accounts – bank accounts, postage, PayPal, kimbia, etc. Annual: issue independent contractor 1099s; assist in preparation for the annual audit and liaison with external auditors; assist external auditors in preparation of 990 and other tax returns. Required Skills: bachelor's degree in accounting, financial management, or administration with experience in nonprofit accounting. Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles. Computer proficiency, including fluency in Peachtree accounting software; Word or Word Perfect word processing software; Excel or QuattroPro spreadsheet software; Windows Explorer; and email. For more information on benefits, please contact the Vice President of Administration, Latreece Reed, at [lreed@heartland.org](mailto:lreed@heartland.org) or 312/377-4000. Added 8/25/15

## **Attorney**

### **Goldwater Institute – Legal Assistant/Paralegal**

The Phoenix-based Goldwater Institute, hailed by George Will as “America's most potent advocate of limited government,” seeks an experienced, enthusiastic, and detail-oriented Legal Assistant/Paralegal. The candidate will be an integral part of the Goldwater Institute's litigation work. The successful candidate will assist six attorneys by supporting all aspects of litigation and evaluating case inquiries, and will manage the V.P. of Litigation's calendar. A minimum of two years legal assistant or paralegal experience required. This position reports to V.P. of Litigation. Minimum requirements: Bachelor's degree (paralegal certification preferred), understand and embrace the Institute's mission and public policy objectives, exceptional organizational skills, team orientated approach to work, excellent editing skills, excellent verbal and interpersonal communication skills, and enjoy working in a fast-paced environment. Essential duties include: provide administrative assistance to the litigation team; handle logistics of legal filings, case management, and navigating local rules in various state and federal jurisdictions; manage law clerk program; manage attorney legal calendars; manage attorney travel reservations; cite checking and substance review of legal briefs; serve as back-up for reception desk as requested; assist as a team player in Institute functions and activities; and other duties as assigned. Goldwater pays a competitive salary

and provides excellent benefits: employer-paid group health insurance, health savings account, 403(b) plan, long-term disability insurance, accidental death and dismemberment insurance, life insurance, paid time off (PTO days) and a voluntary dental and vision plan. In addition to your resume, send a personalized cover letter explaining your interest in the Goldwater Institute and this position. You must provide your minimum salary requirements in your cover letter. Address your response to: Fred Mastison, Director of Operations, Goldwater Institute, 500 E. Coronado Road, Phoenix AZ 85004, or by e-mail to [careers@goldwaterinstitute.org](mailto:careers@goldwaterinstitute.org). No phone calls please. The Goldwater Institute is an equal opportunity employer. Added 10/27/2015.

### **Texas Public Policy Foundation – Senior Attorney, Center for the American Future**

The Texas Public Policy Foundation is seeking a strategic and innovative litigator with experience in the federal judiciary as a Senior Attorney for the Center for the American Future. The qualified applicant will possess a strong love of liberty as the foundational purpose of government, an enthusiasm for Texas as the keystone of the American Dream, and an eagerness to challenge precedent and convention within the legal sphere in the defense of both. The Center for the American Future is the Texas Public Policy Foundation's litigation-based endeavor for the advancement of Tenth Amendment principles through opposition to federal abuse and overreach in the subject matter areas of environmental, private property, and business autonomy rights. This candidate will report to the Center's Director and be called upon to execute the Foundation's legal work plan. This includes building a robust docket and advancing the Foundation's strategic priorities. The Attorney will be an active participant in complex litigation, including the discovery process, briefs, trials, appellate work, and amicus briefing. The position's salary will be commensurate with the experience, expertise, and skills of the Attorney who takes the position. For more information and to apply, please visit <http://www.texaspolicy.com/about/employment>. Added 10/20/2015.

### **National Right to Work Legal Defense Foundation – Staff Attorney**

The Foundation has an opening for a Staff Attorney. Foundation Staff Attorneys provide free legal aid and assistance to workers subjected to the abuses of compulsory unionism or opposed to unionization of their workplace, including representing such workers in federal and state courts and before labor relations agencies such as the National Labor Relations Board. New Staff Attorneys work under the informal mentoring of experienced senior Staff Attorneys. Foundation attorneys also analyze proposed federal and state legislation to determine its effect on workers' rights vis-à-vis unions and review draft news releases prepared by the Foundation's Legal Information Department about the attorneys' cases. A law degree, an excellent law school record, and admission to the practice of law in at least one state or the District of Columbia are required. Law review experience and at least one year of practice are preferred, but not required. Spanish language fluency also is desirable. Applicants must be committed to the cause of worker free choice. Applications should be sent to [legal@nrtw.org](mailto:legal@nrtw.org) and should include a resume, list of references, law school and undergraduate transcripts, a legal writing sample, and salary requirements. Added 10/6/2015.

### **Freedom Foundation – Litigation Counsel (Olympia, WA)**

The Foundation is an action-focused, nonprofit organization with offices in Olympia, WA and Salem, OR. Our focus is the Pacific Northwest but our work makes a national impact as we continue to expand. The Foundation's mission is to advance individual liberty, free enterprise, and limited, accountable government. To do that, we work to expose and decrease

the influence of the union political machine. Success in this fight is a prerequisite to expanding freedom and prosperity not only in the Northwest, but across the country. The Foundation is the only group in the Northwest with this mission. The Litigation Counsel's job duties will include: filing and aggressively pursuing legal actions against labor unions and their allies; writing legal opinions, briefs, articles, memos, blog posts, and analysis; working with the management team and staff to advance union reform and other key objectives; coordinating actions with outside counsel retained to represent the Foundation. The ideal candidate for Litigation Counsel will: believe in the Foundation's mission and share its values; possess 0-4 years of experience as a practicing attorney, preferably in litigation; be licensed to practice law in Oregon or be willing to attain an Oregon license within a year of employment (preference given to those already possessing licenses in Washington or Oregon). To learn more and apply, please visit <http://talentmarket.org/lc-ff/>. Added 9/4/15.

### **Wisconsin Institute for Law & Liberty – Litigation Counsel and Director, the Center for Competitive Federalism (Milwaukee, WI)**

The Wisconsin Institute for Law & Liberty is a law and policy organization based in Milwaukee, Wisconsin. Established in 2011, WILL has become one of the preeminent state-based litigation centers, growing to six lawyers. Through strategic litigation and timely policy reports, WILL seeks to advance the public interest in free markets, limited government, individual liberty and a robust civil society, including educational freedom and reform. Through the generosity of our partners, WILL is establishing a Center for Competitive Federalism. The Center will engage in strategic litigation, public education and the development of model legislation to advance the "competitive" federalism established by the Constitution – a system in which the authority of both the states and federal government is carefully delineated and circumscribed and which is informed by the need to protect the liberty of persons and not the prerogatives of government. Although the Center will be based in Milwaukee, the scope of its activities will not be limited to Wisconsin. WILL seeks an experienced, aggressive and innovative litigator to serve as Director of the Center. The ideal candidate will have experience with both the freedom movement and policy-related litigation with a proven record of accomplishment. Salary is competitive with an attractive benefits package, including health, life, dental, HSA and 401(k) plan. Job duties: work with WILL's President and General Counsel to identify and prosecute strategic federalism litigation; analyze legislation, regulation and policies; write advocacy materials, including legal backgrounders and opinion pieces; as the Center grows, supervise additional legal and policy staff. Job requirements: excellent writing skills; team player with a sense of humor and willingness to network and help with fundraising (although fundraising experience is not required); entrepreneurial spirit and willingness to take risks; solid commitment to the mission of the organization; substantial litigation experience with an emphasis on brief writing and sophisticated legal analysis. The ideal candidate will have seven or more years of litigation experience; membership in good standing of a state bar and eligibility for admission to the bar of the state of Wisconsin. To apply: qualified applicants should submit the following in PDF files to Stacy Stueck, Executive Director of WILL, at [stacy@will-law.org](mailto:stacy@will-law.org). Resume; cover letter detailing interest in the position, the mission of WILL and the new Center for Competitive Federalism and salary requirements; names and contacts of at least three professional references; one legal writing sample reflecting solely the applicant's own work; if available, one advocacy writing sample (i.e., an op-ed or blog post) reflecting solely the applicant's own work; an unofficial law school transcript. Added 8/18/15.

### **Pro-Life Organization – Legal Counsel**

Description: Performing legal research and providing counsel on a variety of legal issues; interpreting laws, regulations, and rulings; keeping up-to-date on legislative changes that may impact the organization; analyzing results and providing summaries or detailed written reports of findings for leadership and outside counsel; drafting, negotiating, and executing contracts; conducting and coordinating research activities to ensure credible information for strategy, projects, reports, messaging and communications; identifying and proposing strategic research projects that further the mission; working in a cross-functional capacity with other members of the team on various projects. Qualified candidates will possess an ability to extensively grasp the legal, social, political, philosophical and ethical repercussions of legalized abortion. An extremely detail-oriented and thorough approach to methodology and analysis is a must. Also key is a comprehensive understanding of the legal framework surrounding right to life issues and the operational activities of the organization. Counsel will advise the research program and identify additional opportunities for the organization. The ideal candidate is a focused and probing thinker with meticulous organization and the ability to analyze, synthesize, and organize recommendations and advice in clear written format to inform operations. Qualified candidates will have two to three years of legal experience, possess a strong commitment and dedication to the pro-life position, hold Bachelor's and JD (Juris Doctor) degrees, and be a member of the Virginia or California State Bar. Please submit a cover letter and resume to [prolifejob@gmail.com](mailto:prolifejob@gmail.com). In your cover letter, please state your position on abortion, and any relevant prolife activity or involvement (1 to 2 paragraphs). Added 05/5/15.

### **The Cato Institute – Legal Associate Program**

The Cato Institute invites graduating law students and recent law school graduates to work at our Center for Constitutional Studies for up to a year, starting after the bar exam. This is an opportunity to assist with projects ranging from Supreme Court amicus briefs to policy papers, the Cato Supreme Court Review, and more. Compensation commensurate with ability and experience may be available, but applicants are also encouraged to apply for funding through their law schools and other organizations. This is a highly competitive program, so to maximize your chances of working with us, please also apply to our internship program (see below for short description and application instructions). Legal associates accepted through our internship program receive double the standard intern stipend and are responsible for all normal intern duties on top of assignments for the Center for Constitutional Studies. Interested students and graduates should email a cover letter, resume, transcript, and writing sample, along with any specific details of their circumstances (availability, whether your law school will fund you for a certain time, etc.), to Anthony Gruzdis, [agruzdis@cato.org](mailto:agruzdis@cato.org). Added 12/5/14.

## **Communications**

### **The Bill of Rights Institute – Production Coordinator**

The Production Coordinator will report to the Director of Marketing and will produce and implement video marketing strategies for the Institutes student, teacher, parent, and donor audiences. This individual will help ensure our key audiences are aware of our programs and resources and that our video content is engaging and accurately reflects the Institute mission, vision, and story. The Production Coordinator will produce promised results and build the framework for future success and program growth. This position requires 1-2 years of professional production experience, experience shooting video and photo at live events for

use in promotional products, editing footage to produce promotional videos, animation or graphic video development capability, Bachelor's degree or higher or equivalent video production experience, proven ability to implement strategies and achieve stated goals and expectations, entrepreneurial, demonstrated initiative and ability to define and undertake work assignments with minimal supervision, strong project manager, and effectively develops strategies to "sell" (communicate) the Institute and its programs verbally to a variety of audiences, including teachers, administrators, and students. For more information and to apply, please visit <http://jobs.jobvite.com/careers/billofrightsinstitute/job/ohwH1fwf>. Added 10/23/2015.

### **Conduit for Commerce – Communication Coordinator (Fayetteville, Arkansas)**

Conservative, small business-policy focused non-profits looking for a contract person or full time employee in Northwest Arkansas. Candidates should be able to design materials for print and other media (i.e. brochures, articles, video, advertisements, etc.), manage database with assistance from the current IT advisor, plan events, communicate with donors, assist in recruiting donors, manage social media, file and maintain information, and perform other duties as assigned. This position will be directly responsible to the Executive Director. Resumes or questions may be emailed to [Zach@conduitforcommerce.org](mailto:Zach@conduitforcommerce.org). Added 10/23/2015.

### **Independent Institute – Digital Marketing Manager**

The Independent Institute is seeking a Digital Marketing Manager to lead our social media program and promotion of books and key publications such as our quarterly journal. Conveniently located near the Oakland Airport, Independent Institute is an award-winning, academic, non-partisan, public policy research and educational organization. We publish books and a quarterly journal and host events about issues in the news. We promote our work through social media, online and print advertising, conferences and events, and other means. The Digital Marketing Manager plans and implements our social media initiatives (currently Facebook, Twitter) and the pricing, placement, and promotion of our quarterly journal, *The Independent Review*. The ideal candidate will have strong analytical skills, experience marketing and promoting products via online and social media, and a passion for the work of Independent and its Fellows. Responsibilities related to social media include: package and market the right messages and content through our social media (Facebook, Twitter) and online channels; cultivate online conversations and engagement with our users and audience on a consistent basis; using online analytics, capture and identify trends that can be translated into actionable initiatives for all social media channels, which will result in enhanced engagement and reach; maximize results of our Google AdWords Grant; and provide weekly, monthly and quarterly analysis and reporting for all digital and social media platforms. Responsibilities related to publications marketing include: develop and execute product marketing plan for *The Independent Review*, a scholarly journal, and other publications; report on sales and status of the marketing plan; increase journal's subscription base; and expand Independent's digital footprint and online presence for its publications. Qualified candidates should submit a cover letter, résumé, and references to:

Kim Clويدt  
Director of Marketing and Communications  
Independent Institute  
100 Swan Way  
Oakland, CA 94621-1428  
kclويدt (at) independent.org  
No calls please. Added 10/20/2015.

### **Leadership Institute Studios – Studio Producer**

The studios are an integral part of the Leadership Institute. Leadership Institute studio classes, live streaming to television networks, and promotional videos are just some of the ways the studio staff at LI continues to build the conservative movement.

The Studio Producer works closely with the Studio Director on all aspects of video productions. During studio shoots, they operate the Broadcast Pix production switcher, audio equipment, and control room equipment. On location shoots, they help light, setup audio equipment, and run cameras. Throughout post production, they work collaboratively to create motion graphics and edit videos to completion. They help maintain and operate our high-definition studios and create videos to further the mission of The Leadership Institute.

Individuals must be able to work both independently on his or her tasks, as well as collaboratively with staff members. Applicants should have basic knowledge of video editing and graphic design. Must be creative and efficient with time and resources. Technical proficiency and an eye for effective visual communication is essential. Bachelor's Degree from four-year college or university; one to two years related experience and/or training; or equivalent combination of education and experience preferred. For more information, please visit

<http://www.conservativejobs.com/JobSeeker/jobdetail.cfm?jobid=JSRJPDEgXlwgCg==&st=ISVQICAK&in=ISVQICAK&sid=ISVAICAK&sf=LzU9LTw0SzZAIzgtT0koQkdWR0A1Cg%3D%3D&share=1>. Added 10/20/2015.

### **The Heartland Institute – Managing Editor (Arlington Heights, Illinois)**

This position is expected to function as an intense gatherer of information and impression in subject area, identifying new or nascent trends as they arise; participate in Heartland's weekly staff conference calls, giving direction to media relations and government relations staff on topic areas in which to conduct activities during the coming week; solicit or write, edit, and post, each weekday, two new feature items (news stories, op-ed commentaries, analyses, short blog-style items, etc.) on *Heartlander* magazine; record a topic-related podcast each week; add at least two Policy Advisors per month to the organization's roster; deliver to Director of Research, on deadline, a layout (indicating which articles go on which page), highlights document, and any articles not yet posted on *Heartlander* magazine for each issue of the publication; maintain and continuously improve a list of contributing editors, writers, and quotable sources on the subject of the publication; find and post at least five (5) new documents (research or commentary) on PolicyBot each week; and develop, write, and submit for publishing an email newsletter on deadline each week. For more information, please visit <https://www.heartland.org/employment/managing-editor>. Added 10/20/2015.

### **Western Conservative – Communications Director**

Conservative western republican seeks motivated and aggressive Communications Director to work placement of stories in local district media. Must have demonstrated experience working with various forms of media, pitching stories, and solid verbal and writing skills. Understanding of policy issues and ability to critically think of district implications a must. Send resume and cover letter to [western.jobs@mail.house.gov](mailto:western.jobs@mail.house.gov). Added 10/13/2015.

### **Mark Levin Show – Part Time Call Screener (New York City, New York)**



Job Responsibilities: Screen a high volume of incoming calls and selectively choose callers to go on-air, for the purpose of enhancing program content. Write a detailed show rundown for the website. Keep track of show archives and affiliates. Assist with additional duties, as needed including social media postings and autograph requests. Requirements: Must have a strong passion for conservative politics and news. Must be able to multitask and handle a fast-paced working environment. Candidate should be detail-oriented, prompt and reliable. Must thrive on working as part of a team and respond well to direction. Application Requirements: All candidates must provide a cover letter and resume. Prior radio/media experience is a plus. Shift: Monday – Friday 4p -9p. Email your resume and cover letter to: [radiojobnyc@gmail.com](mailto:radiojobnyc@gmail.com). Added 10/13/2015.

### **Eagle Wellness – Digital Marketing Manager**

We're seeking a full-time experienced digital marketing manager for an online health content and nutritional supplement company. Eagle Wellness is a rapidly growing retailer with two brands, Newport Natural Health and Gene Smart. The ideal candidate should have hands-on experience with email marketing and online retailing in general, with a strong interest in health and nutrition. You will work with the Marketing Director to develop and execute marketing campaigns to promote online health content and high-end nutritional products. Candidates must possess the following skills: have hands-on experience with planning, launching, and managing digital marketing campaigns, including emails, landing pages, digital ads, and lead gen; working knowledge of SEO and SEM (Google AdWords) is a plus; apply direct response principles for A/B testing to improve engagement and revenue; develop and edit relevant, creative, and compelling subject lines, headlines, and short copy; use campaign performance metrics and results to make data-driven marketing decisions; and stay abreast of the latest marketing trends and competitors to maintain competitive edge and gain new insights. Other requirements include: Bachelor's Degree in Marketing or related field with 3+ year's prior experience, strong writing and editing skills, experience using Google Analytics and other database tools, and basic to moderate HTML knowledge. To apply go to [https://rn22.ultipro.com/SAL1004/JobBoard/JobDetails.aspx?\\_ID=\\*0B13A152CB7E5740](https://rn22.ultipro.com/SAL1004/JobBoard/JobDetails.aspx?_ID=*0B13A152CB7E5740). Added 10/9/2015.

### **Urban News Service – Reporter**

Do you have the reporting chops to change the world? Do you want to make a difference raising the issues of the day? Then we want to hear from you. Urban News Service (UNS), a division of the American Media Institute, is the largest distributor of content to black media in the U.S., with signed distribution agreements with some 200 black-owned newspapers from coast to coast. The news stories that we supply these papers every week highlight topics that should appear more often before black readers. Our contributors include well-regarded Pulitzer Prize and Emmy Award winning journalists telling stories that help empower individuals and communities. We seek practicing journalists and experienced independent writers (even photographers and data wonks) who can produce publishable articles on the issues challenging the black community. Candidates need not be black Americans, but knowledge of that community and its interests and needs certainly helps. In addition, we also hope to publish the work of writers whose contrarian thinking challenges the power of entrenched interests and reflects the benefits of American constitutionalism and personal liberty. Overall, you should share the belief that sound journalism unearths the truth and effects change. Pay is very competitive at \$1 per published word, plus expenses. Apply online: <http://urbannewsservice.com/get-involved-providing-quality-journalism-to-black-newspapers-and-black-media/become-an-urban-news-service-reporter/>. Added 10/6/2015.

### **WND.com – Advertising Sales/Web Traffic Assistant (Chantilly, Virginia)**

We are one of the Internet's most visited news websites with more than 7 million monthly visits. Our audience is socially and politically conservative. We have an immediate opportunity for an AD Sales/Web Traffic Assistant. If you are passionate about the digital space, advertising, and a fast-paced work environment, we want you! Join our Ad Operations team and help brands and advertisers interact with our premium content. This role is critical to the execution, management and delivery of campaigns that live across multiple platforms and is responsible for how our audience engages with ads. You should have 2+ years experience in digital/web advertising or content management, a college degree, and be adept at learning new software. Must have ability to meet multiple deadlines in an ever-changing, fast paced environment. Responsibilities include: assist in coordination of traffic online advertising campaigns to meet contractual obligations and drive revenue; schedule sales meetings with clients and potentials clients, assist in email follow-up, for Sales Manager; serve as point of contact for clients to answer technical and billing questions; and coordinate reporting for Advertising Operations Manager. HTML experience a plus, experience with an ad server desired, DFP a bonus, must have working experience with Microsoft Word and Excel. Salary is \$36,000/year. Local candidates only. Requires 1+ year digital/web experience and a Bachelor's degree. Contact Tom Freiling, VP at [tfreiling@wnd.com](mailto:tfreiling@wnd.com). Added 10/6/2015

### **Media Research Center – News Analyst (Reston, Virginia)**

MRC Latino, the Hispanic media arm of the Media Research Center's News Analysis Division, has an opening for a full-time News Analyst to identify and expose liberal media bias as it occurs on assigned Spanish-language network news, cable, Web and print outlets, through written English and Spanish-language analysis for the MRC's various media platforms, including the MRC NewsBusters.org blog (illustrated with video and/or screen shots), the MRC Latino Facebook page, BiasAlert and Media Reality Check; locate quotes for Notable Quotables; and perform research tasks for studies and Special Reports. The position requires professionally proficient research, writing and verbal communication skills in both English and Spanish. Candidates should have exceptionally strong knowledge of, and interest in, political perspectives from right to left, be close followers of current events and regular consumers of the news media and thus able to recognize and explain liberal media bias. Applicants must be willing and able to work during weekday evening newscast and Sunday talk show programming hours. Starting salary: mid \$30k. The MRC is located in Reston, Virginia, within short walking distance of the Reston Metro station on the Silver Line. Please e-mail résumé, cover letter and references to Ken Oliver-Méndez, Director, MRC Latino, at: [koliver-mendez@mrc.org](mailto:koliver-mendez@mrc.org). Added 10/6/2015.

### **Foundation for Defense of Democracies – Social and Digital Media Specialist**

The Foundation for Defense of Democracies (FDD), a non-profit, non-partisan policy institute focused on foreign policy and national security, seeks to hire a social and digital media specialist. Social and digital media are essential to the dissemination of FDD's research and strategic mission. The specialist plays an integral role in achieving organizational objectives across multiple platforms by creating engaging content optimized for online audiences. The production of visual and written material helps extend the reach of



FDD experts and their work and helps to drive the conversation in innovative ways. The specialist position also focuses on front and back end management of FDD's website, working closely with the director of communications to coordinate and prioritize short-term and long-term web projects in accordance with organizational needs. Qualifications include: 1 year or more of professional experience working on a communications team, focusing on social media; Knowledge of Adobe Creative Cloud programs; Video / Photo editing; Knowledge of social analytics tools; Experience working with CMS / HTML; Attention to detail and strong organizational skills / positive attitude; Bachelor's degree required. Interests in communications and international studies are a plus. Interested applicants are encouraged to submit resume. Cover letter should describe particular interest and/or experience in issues associated with FDD's work. Must be based in the Washington, DC area. Please send to [toby@defenddemocracy.org](mailto:toby@defenddemocracy.org). No calls please. Added 10/6/2015.

#### **Media Research Center – Researcher/Analyst**

Researcher/Analyst wanted for conservative media and business group. Monitor TV and print news about business/economics for MRC Business. Research using Nexis, Internet. Write up analyses for publication. Work with editors to produce timely research, trend pieces. Handle video/audio editing. Writing/Journalism exp. a plus. Basic math and statistics useful. Social media skills also nice. Interest in news/entertainment media an absolute must. Send cover letter, resume, writing samples to: Dan Gainor at [dgainor@mrc.org](mailto:dgainor@mrc.org). Added 10/2/15.

#### **The Civitas Institute – Graphic Design Specialist (Raleigh, North Carolina)**

The Civitas Institute, a conservative, state-based policy and research organization located in Raleigh, NC is looking for a Graphic Design Specialist to work directly under the Communications Director. This position will be expected to follow, manage, and maintain organization's brand and identity both in print and online; design complete layout for organization's monthly newspaper and other publications and optimize print layout for online use; work with events department to design and produce branding and promotional materials for all organization sponsored events; manage printed projects from conception to realization and communicate with outside vendors to ensure optimum outcome of finished product; and create infographics to accompany organization's printed and online material. Qualified candidates will have a Bachelor of Arts in Graphic Design and proficiency in Adobe CS5, especially InDesign, Illustrator, and Photoshop. For a full description and to apply, please visit <http://www.yaliberty.org/jobs>. Added 10/2/2015.

#### **Alliance Defending Freedom – Senior News Writer & Editor (Scottsdale, Arizona)**

Alliance Defending Freedom is seeking a highly professional and seasoned Senior News Writer and Editor who will produce a variety of written communications that will position ADF as a preferred source for legal expertise for the defense of religious liberty, the sanctity of life, marriage and the family. You develop media content (research, writing, and editing) for communication campaigns with an emphasis on news release writing. Other occasional writing projects include op-eds, letters to the editor, and some content for other ministry or allied organizations' initiatives. You may manage some Web content when needed and will provide proofing and editing assistance to other ADF teams. You will work closely with other media team members and attorneys to develop key messaging on cases and issues to positively impact media coverage and public opinion. As the Senior News Writer and Editor, you will frequently be asked to assist and function as the back-up for the Senior Director of

Media Communications. To learn more and apply, please visit <http://www.adflegal.org/about-us/careers/career-opportunities>. Added 10/2/2015.

### **The Network of Enlightened Women – Communications Associate**

Responsibilities include developing and implementing our communications strategy with a focus on increasing our national presence and recruiting new chapters. The Communications Associate will manage NeW's online presence, run NeW's social media, create organization newsletters, and manage our relationships with local and national TV, radio, and print media. The Communications Associate must have media and PR experience. The ideal candidate will have a bachelor's degree and 1-2 years of professional experience in an office environment; possess excellent communication skills with external audiences as well as internal audiences; have a positive attitude; be a highly motivated self-starter; have a strong work ethic and be willing to work in a fast-paced environment; ability to work independently and effectively manage multiple projects, tasks and deadlines; demonstrate personal responsibility, accountability, honesty, and superb organization skills; have experience with social media and traditional media; possess strong Microsoft office, Photoshop, and InDesign skills; desire to stay with the same organization for a significant amount of time is a plus; and demonstrate an understanding of and absolute commitment to the mission of NeW. Interested candidates should submit in one pdf document a resume, a list of three references, and a cover letter detailing your philosophical interest in the organization and how your background matches the responsibilities. Please submit to [NeW@enlightenedwomen.org](mailto:NeW@enlightenedwomen.org). Added 10/2/2015.

### **Independent Institute – Communications Coordinator**

The Independent Institute is currently seeking a Communications Coordinator to support the work of our Marketing and Communications Department. This position will provide administrative support for department, enter data and provide reports on activity of our Fellows and related work, coordinate event calendar and related logistics and marketing materials, and support publication promotions. Ideal candidates will have excellent customer service skills with good follow up and keen attention to details; strong written and verbal communications skills; demonstrated ability to complete multiple tasks under tight deadlines; experience with data entry, use of basic HTML, and/or social media; a Bachelor's degree or equivalent experience; and comfort with Mac environment. Competitive salary and benefits are provided. Qualified candidates should submit a cover letter, résumé, and references to: Kim Cloldt, Director of Marketing and Communications, Independent Institute at [kcloidt@independent.org](mailto:kcloidt@independent.org). No calls please. Added 9/29/2015.

### **Fox News Channel – Web Producer, Fox Insider**

Fox News Insider is seeking a versatile, reliable web editor/producer who can handle the challenges of creating content for and helping to run the official blog of Fox News Channel. Working from Fox News Channel's New York headquarters, the editor/producer will be tasked with turning Fox News Channel content into compelling web content and promoting Fox News shows and talent. Responsibilities: identify compelling content (viral stories, powerful analysis, breaking news) by watching Fox News Channel; create sharp, compelling headlines with social media sharing in mind; write clear, concise copy quickly and accurately; and maintain web traffic by using social media and SEO. This position requires at least two years of relevant writing experience, ability to work weekends/nights, demonstrated news judgment, and headline writing skills. For a full description and to apply, please visit

<http://careers.foxnews.com/jobs/fox-news-channel/web-producer-fox-news-insider>. Added 9/29/2015.

### **The Institute for Faith, Work & Economics – Marketing Manager**

The Institute for Faith, Work & Economics (IFWE) seeks a Marketing Manager to drive the organization's marketing and advertising projects to include social media, email marketing, multi-channel advertising, events coordination, and website content management. IFWE is a Christian research organization committed to advancing biblical and economic principles that help individuals find fulfillment in their work and contribute to a free and flourishing society. This position is responsible for developing and implementing ongoing advertising campaigns across multiple online and offline platforms (social media, banner ads, Google Ads, and others) to grow IFWE's subscriber list among target audiences; designing and executing email marketing to increase engagement with IFWE content; managing IFWE's Google AdWords grant for non-profits; creating and implementing SEO-driven web content on IFWE's corporate sites to increase engagement and data capture; managing external event logistics, such as speaking events, exhibits, and conferences, to maximize marketing opportunities; etc. A Bachelor's degree, 2-4 years of relevant marketing, branding, and/or communications experience, and experience in digital advertising and email marketing are required. For a full description and to apply, please visit <https://tifwe.org/about/career-opportunities/>. Added 9/29/2015.

### **The American Enterprise Institute – Social Media and Digital Advertising Assistant**

The Social Media and Digital Advertising Assistant will assist with the day-to-day editorial maintenance AEI's social media platforms. He/she will work within the Digital Strategy team at AEI, coordinating efforts with teammates responsible for SEO and design optimization, social media strategy, advertising, and email marketing. This position will report to the Assistant Director of Social Media, collaborating to meet the demands of an editorial calendar, learn more about our social media audiences, and expand our impact through digital advertising. In addition to daily maintenance of AEI social media properties, the Social Media and Digital Advertising Assistant will be responsible for executing and evaluating digital advertising campaigns for a variety of in-house clients. He/she should have an entrepreneurial disposition to continue developing AEI's social media platforms and growing AEI's web audience within a positive team dynamic. The successful candidate will have previous social media management experience, a strong eye for good stories, sound judgement, and excellent technical digital advertising skills. In addition to the technical skills listed, a successful candidate will possess strong social communication and writing skills, excellent project-management chops, and a team-player attitude. To apply, please submit a resume, cover letter, and examples of your work with an online application to [www.aei.org/jobs](http://www.aei.org/jobs). Added 9/29/2015.

### **Campus Reform – Investigative Reporter**

CampusReform.org is currently seeking a full-time investigative journalist. Campus Reform is a fast-growing digital media outlet with a focus on exposing bias and abuse on our nation's college campuses. Campus Reform frequently contributes to Fox News and other national broadcast television and radio stations and is regularly featured on many of America's top news and political websites. Good candidates will possess two years of investigative journalism experience (time with a college newspaper will be counted), superior news judgement and writing ability, and an ability to generate and cover stories in a timely manner.

Experience or interest in making TV/radio appearances a plus. Campus Reform is located in Arlington, Virginia, and operates during normal business hours. Qualified candidates should submit a resume, brief writing sample, and cover letter to Laura Falcon at [lfalcon@campusreform.org](mailto:lfalcon@campusreform.org). Added 9/25/2015.

### **Campus Reform – Campus Correspondents**

Campus Reform is currently seeking campus correspondents, students enrolled in higher education who want to expose liberal bias and abuse on college campuses by writing news articles on a story-by-story basis. The Campus Reform Campus Correspondent Program recruits, cultivates, and pays conservative student journalists all across the country to investigate and report liberal bias on college campuses throughout their state. These student contributors, working as investigative reporters, will work hand-in-hand with Campus Reform's team of professional journalists to develop their writing and reporting skills, build a professional network, and get published in national media outlets. Correspondents must be enrolled in college or higher education and interested in reporting liberal bias and abuse on college campuses. Correspondents have found their work featured on *The Drudge Report*, Fox News, *Townhall*, *The Blaze*, and other news outlets. Correspondents have also made media appearances on Fox News, One America News Network, Newsmax, and other outlets. Graduates of the program have gone on to work for news outlets including CNN and *The Washington Examiner*. For a full description and to apply, please visit <http://www.campusreform.org/Correspondents/#apply>. Added 9/25/2015.

### **The Institute of World Politics – Marketing and Communications Specialist**

IWP is seeking a Marketing and Communications Specialist with two to four years of experience in executing traditional and online marketing and communications plans. This position plays a key role in the recruitment efforts of the Institute and is responsible for managing marketing, media, social media, and communications strategies and tactics across multiple platforms to achieve enrollment goals for assigned degree programs. The position works directly with recruitment staff, as well as with IWP's external partner agencies to manage successful student recruitment marketing campaigns through: messaging and branding, creative development and execution, and advertising placements in traditional and online marketing channels. Position requirements include a Bachelor's degree; two to four years of experience in marketing, advertising, media planning, and/or branding; agency experience a plus; expertise in list management, either in MailChimp or other e-communicate tools; strong proficiency in Microsoft Office; working knowledge of Google Analytics, SEM/SEO and social media, and experience with CRM and email systems preferred; strong interpersonal skills and ability to interact professionally with all levels of management within IWP; strong writing, editing, and project management skills; and some experience with the creative process from creative brief through execution of assets/marketing collateral. Interested candidates should send cover letters and resumes to MaryAnne Garner at [garner@iwp.edu](mailto:garner@iwp.edu). Added 9/25/2015.

### **The Chertoff Group – Communications Associate**

The Chertoff Group is a premiere global advisory firm focused exclusively on the security and risk management sector. The Chertoff Group helps clients grow and secure their enterprise through business strategy, mergers and acquisitions and risk management services designed to protect against a broad array of threats and crises. The Chertoff Group is seeking an Associate who can assist our team with ongoing marketing and strategic communications

activities including the creation and maintenance of new content and marketing material, website content management, social media activity, and event coordination. The primary responsibilities include creating and managing web content, working with Adobe InDesign software to create layouts for different products, maintaining a consistent look and feel and brand visibility across firm websites and marketing material, overseeing the maintenance of media and contacts in database, etc. An ideal candidate would have one to three years of experience, be able to think creatively and proactively contribute to a small strategic communications team. For a full description please visit <http://chertoffgroup.com/career-opportunities.php>. To apply, please submit a resume and cover letter to [careers@chertoffgroup.com](mailto:careers@chertoffgroup.com). Added 9/25/2015.

### **Watchdog.org – Investigative Reporter (Dallas, Texas)**

Watchdog.org is seeking an experienced investigative reporter for Dallas/Fort Worth in our Texas Bureau, *the* news source for tough government accountability reporting in the Lone Star State. Texas Watchdog was recently [praised by the Dallas Observer](#) for its “bulletproof record of accuracy,” and also has a proven track record of [taking on the power structure](#) in Texas politics. This position will serve as a Dallas area expert, while leveraging our state-based network of Texas reporters. He or she will dive deep into how national issues play out in Metroplex and surrounding areas, without losing sight of how important local political decisions affect taxpayers. The Dallas Investigative Reporter will: produce at least two major stories per week, as determined with the program director and/or editorial team, and multiple shorter, quick-hits per week; represent the organization professionally on TV, radio, and in other media, and at public events and social gatherings; maintain sources that allow him or her to break new ground; submit a daily budget to the editorial team; participate in weekly calls to discuss story budget and production and marketing strategy; become skilled in the use of Franklin Center content-management systems; and develop tactics for republishing the work—and the Watchdog name—in other media, including newspapers, websites, social media (e.g., Twitter and Facebook) and television and radio. All Watchdog reporters are committed to the Franklin Center’s free-market mission of uncovering waste, fraud, and abuse in government, as well as to the job of highlighting successful free-market solutions to public policy problems. Qualified candidates should submit the following application materials to **Mary Ellen Beatty at [MBeatty@Watchdog.org](mailto:MBeatty@Watchdog.org)**; résumé and cover letter detailing (a) salary requirements and (b) your interest in the mission of the organization. While we thank all applicants for their interest in these positions, we are able to contact only those to whom we can offer an interview. No phone calls, please. Added 9/22/2015.

### **LifeZette – Web Content Manager**

LifeZette is seeking a detail-oriented Web Content Manager to join our company's growing team. He/she will be responsible for home and vertical page management and will provide ongoing support for our company's website. As part of our Editorial Operations team, the Web Content Manager will work closely with our editorial, design and development teams. Interested candidates must be willing to start work at 5AM. Responsibilities are to oversee morning site publication, ensure quality assurance, provide training for platform (WordPress) users, and help with creative for website following company standards and guidelines. Requirements: excellent organizational and communication skills, must be technically proficient, excellent writing, grammar, and spelling, attention to detail and sense of urgency are critical, WordPress experience a plus but not required. Interested applicants should email their resume to [jobs@lifezette.com](mailto:jobs@lifezette.com). Added 9/18/2015.



### **National Alliance for Public Charter Schools – Communications Assistant**

The National Alliance for Public Charter Schools, the leading national nonprofit dedicated to advancing the charter school movement, is recruiting a talented and motivated communications professional to join its growing team. Reporting to the senior manager of communications, the communications assistant will perform tasks and manage projects to help meet the organization's long-term communications and marketing goals. The assistant will help the organization gain visibility by gathering stories of successful charter schools, their students and teachers; distributing organizational communications; and maintaining the organization's website and social media efforts. Additionally, the assistant will manage the day-to-day administrative functions of the communications team, such as maintaining media and other key contact lists, monitoring the press email inbox; and tracking team progress against our goals. The ideal candidate must be comfortable prioritizing multiple tasks in a fast-paced environment. A successful candidate will have experience working on a team and with outside clients or customers and must be high-energy, outgoing, and friendly. Qualifications include one year of communications or media relations experience, strong attention to detail, experience using graphic design software, experience updating websites and using social media platforms. For a full description and to apply, please visit [http://www.publiccharters.org/jobs-national-alliance/100038/?gh\\_jid=100038](http://www.publiccharters.org/jobs-national-alliance/100038/?gh_jid=100038) Added 9/18/2015.

### **The Daily Caller – Associate Editor**

The Daily Caller is accepting resumes for a full-time associate editor. The job entails managing content on one of the country's most-read news sites from our Washington, D.C. headquarters. The candidate must be a speedy and competent copy editor, with a clear understanding of AP style, capable of editing news stories for both accuracy and readability. The candidate must have excellent news judgment, with an eye for what stories will draw incredible amounts of web traffic. He or she must also know how to optimize content to attract visitors from a variety of sources --- including search and social media. The candidate should be very knowledgeable about U.S. politics, in addition to having a great eye for -- and appreciation of -- viral content, including videos, U.S. news and entertainment stories. The candidate must be extremely clever and love packaging stories, with hilarious and/or clickable headlines and stunning photos. Additionally, editors are expected to independently make judgment calls about homepage layout and placement. The candidate will also be expected to occasionally write and report interesting news stories in a clear and concise manner. Most importantly, the candidate should enjoy working in an irreverent and fast-moving atmosphere. At least two years of professional journalism experience is preferred, but not required. Interested candidates should send a cover letter and resume to: Vince Coglianesse, Executive Editor [vince@dailycaller.com](mailto:vince@dailycaller.com). Added 9/18/2015.

### **The Daily Caller News Foundation – Network Editor**

The Daily Caller News Foundation is seeking an energy reporter to break news on energy in America and the world. The job entails reporting for one of the country's most-read news sites from our Washington, D.C. headquarters. The ideal candidate will be a strong writer with keen research skills, knowledge of energy issues, and the ability to effectively communicate complex policy. The candidate must also have excellent news judgment, with an eye for what stories will draw incredible amounts of public interest. Alongside joining an enthusiastic, dedicated and growing team, perks include great health care, flexible vacation time, and an in-house office bar where staff eat lunch and grab beers after work. Softball and

bar-game skills a plus. Founded by Tucker Carlson, a 20-year veteran of print and broadcast media, and Neil Patel, former chief policy adviser to Vice President Dick Cheney, The Daily Caller News Foundation is a 501(c)(3) non-profit providing original investigative reporting from a team of professional reporters that operates for the public benefit. Located just three blocks from the White House, The DCNF is easily accessible from four Metro lines. Salary is commensurate with experience. Interested candidates should send a cover letter and resume to: Christopher Bedford, Editor in Chief [Bedford@DailyCallerNewsFoundation.org](mailto:Bedford@DailyCallerNewsFoundation.org). Added 9/18/2015.

### **American Enterprise Institute – Video Editor**

The American Enterprise Institute seeks a full-time video editor to assist its video department in creating branded video series, short-form documentaries, commentary, and promotional videos. The primary responsibility of the video editor will be translating the ideas and research of AEI's scholars into compelling video content that engages online audiences. The video editor will need to be able to cut both scripted content as well as impromptu interview footage into succinct arguments using both b-roll and graphics to illustrate the narrative. As we transition to more graphics-heavy content, a solid background in motion graphics and animation is essential. Alongside editing stringouts and graphics creation, the video editor will also provide support for both on-set and on-location shoots. The ideal candidate will have an in-depth knowledge of Adobe Creative Suite, especially Premiere Pro, After Effects, Photoshop, Illustrator, and Media Encoder. Hands-on experience with shooting (Canon C100 and DSLR cameras), as well as lighting and audio skills, are also critical. A solid understanding of current events, especially international affairs and U.S. policy will be necessary to meet tight deadlines on numerous projects with topics ranging from international terrorism, to Obamacare, to the minimum wage debate, etc. Knowledge of online video platforms and SEO best practices, especially for YouTube and Vimeo, is a huge plus. Candidates must have one to three years of editing experience and submit a cover letter, resume, and link(s) to a reel or previous video work to [www.aei.org/jobs](http://www.aei.org/jobs). Added 9/15/15.

### **Leadership Institute – Communications and Media Training Coordinator**

The Communications and Media Training Coordinator will be responsible for the day-to-day planning, implementation, and follow-up of the Leadership Institute's communications and media training programs. To perform this job successfully, an individual must be highly organized, detail oriented, and able to manage multiple projects. Essential duties and responsibilities include: recruit attendees and research potential faculty for training programs; prepare materials for training programs and manage attendee correspondence; day-of event preparations including classroom and catering setup and cleanup; host events including welcoming students, delivering bios, and seeing off faculty; assist with managing equipment for in-studio programs; handle post-event data entry and follow-up with attendees; assist with departmental projects as needed. Candidates should: have at least one to two years of work experience; be familiar with current trends in digital media; experience with event management preferred. Interested candidates should email a resume and cover letter to Jared Reni, Manager of Communications and Media Training, at [JReni@LeadershipInstitute.org](mailto:JReni@LeadershipInstitute.org). Added 9/15/15.

### **Nevada Policy Research Institute – Communications Director (Las Vegas)**

The Nevada Policy Research Institute (NPRI) seeks a Communications Director to plan, oversee and execute the Institute's communications, marketing and outreach strategy and

activities. The Communications Development will work closely with the Institute's president, policy shop and litigation center to maximize the publicity and earned media of each project. Qualified candidates must have a passionate commitment to free-market principles and have the skills and experience required to generate maximum media coverage for the Institute. The Communications Director will book TV and radio interviews and place op-eds for NPRI staff, secure TV, radio and print news coverage for NPRI's press conferences, study releases, events and strategic initiatives, create new and manage established contacts with media members through building relationships, and build the quality and integrity of NPRI's brand and messaging. 4-7+ years of communications/policy experience with a history of earning media coverage and creating innovative ways to turn policy ideas into stories and events that change public opinion required. To learn more and apply, please visit <http://talentmarket.org/comms-npri/>. Added 9/11/15.

### **Fox News – White House Producer**

Fox News is looking for an aggressive, pro-active, creative Producer to join our White House unit. Producers for the Fox News White House unit work hand-in-hand with correspondents covering White House events and issues, generating story ideas, setting up interviews, and gathering information. Producers are responsible for producing live shots for daytime programming and packages for news programs. Producers must be able to deliver a quality product in a fast paced 24-hour news environment. Candidates must be able to work well under pressure, possess strong communication skills and work well in a team environment as well as independently. White House producer candidates must be willing to travel, often on short notice, and to work various shifts and long hours. Requirements: Bachelor's degree, 5+ years of broadcast news experience, strong editorial judgment and logistical skills, and knowledge of and experience in covering national politics. To learn more and apply, please visit <http://careers.foxnews.com/jobs/fox-news-channel/white-house-producer>. Added 9/11/15.

### **The Washington Times – Military Correspondent**

As a member of the Times' National Security Team, this reporter is expected to produce a steady stream of spot and exclusive stories on military issues that are capable of commanding attention on all digital and print platforms. Reporter must be comfortable telling stories in the four dimensions of print, Web, radio and TV. Team members may also be responsible for a weekly column and/or be assigned their own themed blogs where they will produce short, quick hits on military policy while working on more in-depth pieces capable of landing on A1 or leading the Web site. The Correspondent must be able to cultivate and maintain a deep base of sources on Capitol Hill, particularly the military oversight committees, and inside the Pentagon, particularly the joint chiefs, the military services, the DIA and the DOD inspector general. Required: five years of news reporting experience, preferably on military, foreign policy, or national security teams and demonstrated record of excellent editorial copy. To learn more and apply, please visit <http://www.washingtontimes.com/about/jobs/>. Added 9/8/15.

### **Fox News – Booker, Your World with Neil Cavuto (New York)**

Your World with Neil Cavuto seeks a booker who is a self-motivated news junkie and thrives in a fast paced breaking news environment. Responsibilities: finding the best guests possible for breaking news stories, landing big name bookings, pitching unique stories, researching and compiling pre-interview and research packets. Requirements: 3+ years of experience in



television news, writing and control room experience a plus, willing and available to work nonstandard hours, very strong political and business news rolodex, proficiency using iNews, solid news judgment and understanding of fair and balanced journalism, and understanding of building program rundowns and producing creative graphics. To apply, please visit <http://careers.foxnews.com/jobs/fox-news-channel/booker-your-world-neil-cavuto>. Added 9/4/15.

### **CRAFT Media – Digital Media Strategist**

You are a digital strategist and an artist in community management. You laugh in the face of “industry standard” organic engagement levels, and view outperforming those standards as a winnable challenge. You’re a creative, but the type of creative who can usher a “big idea” from inception to completion. You’re a highly motivated, resourceful individual that’s eager to stand on the front lines of today’s high profile policy debates, notable non-profit initiatives, and high-stakes corporate communications campaigns. The Digital Media Strategist is responsible for assisting the accounts team in the day-to-day management of digital-centric deliverables on client accounts, developing digital strategies and content for client campaigns, and managing and growing community engagement. To learn more and apply, please visit: <http://craftdc.com/careers/digital-media-strategist/> Added 9/1/15.

### **Craft Media – Video Editor**

CRAFT seeks highly motivated, resourceful individuals that are eager to stand on the front lines of today’s most high profile policy debates, notable non-profit initiatives and high-stakes corporate communications campaigns. CRAFT| Media/Digital is a right-of-center political and public affairs firm and the work we produce is a reflection of our clients’ views. Reporting Relationship: This position reports to the Director of Media Production, Joe Greeley. Summary: The Video Editor is the lead shooter/editor of the video production team. This position works in coordination with other members of the video production unit and under guidance from the Director of Media Production and Account Executives. Primary Responsibilities: Act as Producer, Director of Photography, Camera Operator, and/or Director on video shoots. Edit television ads, web videos, radio ads, and other media products. Supervise internal post-production processes, assisting where necessary to ensure projects are completed on budget and on time. Assist with script writing and participate in creative brainstorming sessions. Work with Account Executives to ensure client needs are met and client visions are accomplished. Education and Training. Bachelors Degree and at least 3 years of relevant work experience required. To learn more and apply, please visit: <https://craftdc.com/careers/video-editor/>

### **The Federalist Society – Video and Graphic Specialist**

The Federalist Society seeks a full time Video and Graphic Specialist who would work as part of the Digital team to support projects that communicate legal ideas through video. This role would focus primarily on developing graphics-heavy video and social content. We’re looking for someone who can contribute both to the technical and conceptual elements of production, who can inspire and develop the creative and visual aspect of our content. Responsibilities: responsible for producing video and managing the logistics of production. An ideal candidate would have experience with motion graphics design and video production; contribute to the development of a new kind of video articulating core legal concepts in a pithy and visual way. Develop briefs, generate design boards, ensure that visual message matches the oral/written message. Collaborate on these visual concepts with the digital team,

other internal stakeholders, and legal experts throughout the production process; act as a project manager throughout production and post-production. Identify and work with contractors to plan, produce, and edit video projects. Work closely with all stakeholders to maintain fidelity to the Society's brand and core principles; support product marketing by ensure products are visually appealing and easy to navigate. Responsible for maintaining visual/brand consistency throughout. take data from previous video ad campaigns to improve the creative to optimize performance. Stay current on social content and marketing trends; an ideal candidate would have graphic design experience and would contribute other visual components of digital media, including finding images for text content, and providing graphic design support for social media and marketing campaigns; an ideal candidate would be able to contribute to marketing copy; an ideal candidate would take professional quality photos at events. Requirements: proficiency with Adobe After Effects, Premiere and Photoshop; ability to shoot/light and take photographs preferred. 2-3 + years of experience; ability to multitask, prioritize projects, detail-oriented, a great communicator (written and oral); must be a problem solver, able to work within a group and independently, and driven to create and innovate; interested in legal ideas and in visualizing those ideas; passionate about bringing the Society's speakers and ideas to a wider audience; committed to the principles of limited, Constitutional government, rule of law, and open debate. Can transform these principles into engaging, creative designs.

If you are interested, please submit an application including sample work, specifically video and graphic design. You may include sample photography work as well. To apply, please visit: <http://forms.fed-soc.org/form-1535221/Video-Graphic-Design-Job-Application-Form>  
Added 8/14/15.

### **Americans United for Life – Vice President of Marketing and Communications**

Americans United for Life (AUL), a national public interest law and policy nonprofit organization defending human life through vigorous legislative, judicial, and education efforts, seeks a Vice President of Marketing and Communications. A member of AUL's Senior Staff team, the person in this position is responsible for developing and implementing AUL's marketing and communications plans to promote and engage the public on AUL's strategy and vision. This position functions as the chief marketing officer and as such, is in charge of creating, managing, and adapting the AUL story in a way that grows and builds momentum for the organization and also the movement as a whole. Each success is a chapter in that story and should be positioned in a way that creates enthusiasm, loyalty, and conversion of hearts and minds. As the primary brand ambassador, this person ensures consistent branding in all AUL material and communications. This position assists in messaging and promoting the work product of AUL's President & CEO, Senior Management, and attorneys, particularly as it relates to major publications and major media hits; develops content for other messaging communications (press releases, talking points, brochures, emails, etc.); and oversees production management of all AUL publications, including ads and video creation. This position manages all paid advertisers projects and vendors. This person is responsible for event planning, management, and promotion, and serves as AUL's primary point of contact for all AUL events, including AUL hosted events and events at which AUL participates and/or exhibits. Requirements include a B.A. and at least five to ten years' experience in marketing and/or communications, with evidence of producing high-level marketing strategy; exceptional writing skills and ability to handle minor graphics needs; a strong commitment to the pro-life position and agreement with AUL's mission and vision; experience engaging with media; and ability to effectively translate complex legal concepts into language digestible to the public. This is a full-time

position located in Washington, DC, which is non-negotiable. Please send cover letter and resume to [Evangeline.Bartz@aul.org](mailto:Evangeline.Bartz@aul.org). Added 8/14/15.

### **Barbaricum – Junior Communication Researcher**

Barbaricum seeks a Junior Communication Researcher to lead public affairs assessments for the United States Air Force. Research and assessment may be provided using tools including, but not limited to, telephone/in-person interviews, mail-out surveys, telephone- web-, and/or paper-based surveys, focus groups and in-depth interviews. Data quality, reliability, and validity are essential. Qualifications include: expertise in quantitative and qualitative communication research, including designing data collection tools and applying statistical techniques to social science data analysis; at least four years of experience and knowledge of communication concepts and principles; at least four years of experience working with defense or defense-related programs; Bachelor's Degree with a communication or other social science concentration; advanced degree is highly desired; documented experience of at least four years in and working knowledge of government and defense programs; must have excellent writing skills and be able to communicate orally and in writing; minimum of five years of Statistical Package for the Social Sciences (SPSS) or other statistical analysis programs and have practical experience in the latest PC-based computer systems and local area network principles. For more information and to apply, please visit [http://barbaricum.force.com/careers/ts2\\_\\_JobDetails?jobId=a0xi00000031eIsAAI&tSource](http://barbaricum.force.com/careers/ts2__JobDetails?jobId=a0xi00000031eIsAAI&tSource). Added 8/4/15.

### **Fox News Channel – Technical Director**

Fox News Channel seeks a technical director with three to five years experience as a TD. Knowledge of Sony 8000 Production switcher or equivalent, DVE's, Device controllers, and DDR's is necessary. Additionally, knowledge of DNF controllers, and Nexio servers is a plus. Candidates should have excellent control room demeanor, proven leadership skills, and the ability to handle pressure in a fast paced environment. Directing skills a plus, but not required. Candidates must be flexible with their schedule, able to work weekends and any shift in a 24-hour time period and breaking news environment. For more information and to apply, please visit <http://careers.foxnews.com/jobs/fox-news-channel/technical-director>. Added 7/31/15.

### **Network of enlightened Women (NeW) – Communications Associate**

Apply today to become the Communications Associate for NeW, the nation's premier organization for conservative university women. Responsibilities include developing and implementing our communications strategy with a focus on increasing our national presence and recruiting new chapters. The Communications Associate will manage NeW's online presence, run NeW's social media, create organization newsletters, and manage our relationships with local and national TV, radio, and print media. The Communications Associate must have media and PR experience.

The ideal candidate will have a bachelor's degree and 1-2 years of professional experience in an office environment. For a full description and to apply, please visit <http://enlightenedwomen.org/jobs/>. Added 7/10/15.

### **Alliance Defending Freedom — Marketing Director (Scottsdale, AZ)**

Alliance Defending Freedom is an alliance-building legal organization that advocates for the right of people to freely live out their faith. *Please visit to view our Statement of Faith and Guiding Principles.* We are currently seeking candidates of the highest caliber for the following position: Alliance Defending Freedom is seeking a highly skilled, full-time Marketing Director. As a Marketing Director, you will be responsible for initiating and implementing organizational marketing and communication efforts that drive awareness, infinity, and engagement among our target audiences. You will work with a variety of cross team stakeholders to develop, implement, and measure comprehensive marketing projects that fit within our overall communications [www.AllianceDefendingFreedom.org/careers](http://www.AllianceDefendingFreedom.org/careers) strategy. All initiatives must align with and enhance our organization's image while positioning our brand favorably with target audiences. You will coordinate with other teams, internal content creators, and external vendors to ensure tactics, deliverables, and deadlines are met within the scope of each initiative and report results accordingly. For a full description and to apply, please visit <http://www.alliancedefendingfreedom.org/about/careers/listings>. Added 6/9/15.

### **The American Enterprise Institute – Editor, AEI.org**

The American Enterprise Institute seeks a full-time website Editor responsible for managing and updating AEI.org and providing editorial oversight for AEI's satellite sites. The Editor will oversee the day-to-day editorial maintenance of AEI.org and perform daily quality-control checks on AEI satellite websites. He/she will work within the Digital Strategy team at AEI, coordinating efforts with teammates responsible for SEO and design optimization, social media strategy, advertising, and email marketing. This position will report to the Director of Digital Strategy, collaborating to develop and execute an editorial calendar for the website. In addition to daily maintenance of AEI.org homepage, commentary page, and other pages, the Editor will be responsible for ensuring editorial standards and procedures related to photos, videos, and copy are followed on all AEI sites and will assist in continuing to improve and update websites as necessary. He/she should have an entrepreneurial disposition to continue developing the website and growing AEI's web audience within a positive team dynamic. The successful candidate will have two-to-four years of web editing experience, a strong eye for good stories, impeccable copy-editing, and experience with web architecture and design. In addition to the technical skills listed, a successful candidate will possess strong communication and writing skills, excellent project-management chops, and a team-player attitude. To apply, please submit a resume, cover letter, and writing sample with an online application at [www.aei.org/jobs](http://www.aei.org/jobs). Added 6/5/15.

## **Development**

### **McCain Institute – Development & Next Generation Leaders Program**

Geared to mid-career professionals, this yearlong, fully funded professional development program empowers emerging global leaders through The McCain Institute's tailored professional development experience. The program offers a unique blend of professional development, exposure to top-level policymakers and formal training in leadership. At four junctures throughout the year, the program provides hands-on training focused on values, ethics and leadership, media and communications skills; and best practice examples of American business, political and civic life. A key aspect of the program is each NGL's preparation of an individual Leadership Action Plan (LAP). Aimed at defining the tangible steps and actions the NGLs will take to bring about positive change in their home communities, the LAP becomes the central project of the development year. Following the

initial training and coaching module in Washington, NGLs depart for their placements sites across the United States to professionally develop in areas relevant to their future goals while providing a broadening experience. For example, an international journalist may receive placement in a major American newspaper city desk, a national government executive in a mayor's office or a political activist in a community-based organization. All placement sites are chosen by The McCain Institute. For more information, to apply, or to nominate a candidate, please visit [http://ngl.mccaininstitute.org/?mc\\_cid=f896228854&mc\\_eid=7d02ffc7e5](http://ngl.mccaininstitute.org/?mc_cid=f896228854&mc_eid=7d02ffc7e5). Added 10/30/2015.

### **Institute for Justice – Development Associate**

The Institute for Justice—the National Law Firm for Liberty—seeks an energetic, professional person to fill the role of Development Associate. The position works with the Vice President of External Relations to manage various aspects of the Institute's donor and prospective donor research. Primary goals are to ensure that the development team has the necessary background research on donors and prospects and to help team members and senior staff act on that information to increase the number of major donors to the Institute. The job is ideal for anyone interested in a career in development as it offers tremendous potential for growth and the opportunity to be part of a dynamic and highly productive development team. Primary job responsibilities include: manage core IJ prospect and donor research efforts; assist with prospective and current donor outreach and upgrading efforts; add new prospective donors to database with correct coding; draft intro letter and other correspondence; ensure follow-up happens; draft and send cultivation and other tailored, highly personalized letters and emails to prospective donors and upgrade prospects as directed; and develop and implement new strategies to create familiarity and affinity with IJ among donors and potential donors (e.g., sending occasional letters or emails based on news hooks, stated interests, or local connections). The ideal candidate will have excellent research, analytical, and organizational skills; ability to juggle multiple tasks, prioritize, and meet deadlines; ability to write clearly, compellingly, and to different audiences; strong attention to detail; and related experience and an interest in libertarian/conservative principles are pluses. To apply, please visit <http://ij.org/opportunities/employment-opportunities/?p=job%2FovHU1fwR>. Added 10/30/2015.

### **Goldwater Institute – Development Researcher**

The Development Researcher provides the fundraising arm of the Goldwater Institute with the background histories and details about people, businesses, and associations that are essential to the Institute's future. The Development Researcher is responsible for the research of all active, new, and prospective donors to the Institute. The Development Researcher conducts critical research on current and new donors to the Institute to identify top-level house prospects. The Development Researcher also identifies, researches, and recommends to the Vice President of Development potential high-level prospects from around the nation who might consider supporting the Institute if given the opportunity. The Development Researcher writes biographies and historical profiles of the people and businesses that assist Institute staff in providing proper cultivation of current donors and prospective donors. The Development Researcher also writes profiles of foundations currently giving to the Institute and prospective foundations that the Institute might approach in the future. Additional research that may be assigned to the Development Researcher includes, but is not limited to, locating articles and publications of value to Development staff in communicating with donors. The Development Researcher assists the Member Services Assistant with event

planning and management of the donor/media communications database. The Developer Researcher should be prepared to assume a temporary leadership role for these tasks if the Member Services Assistant is unavailable. Goldwater pays a competitive salary and provides excellent benefits: employer-paid group health insurance, health savings account, 403(b) plan, long-term disability insurance, accidental death and dismemberment insurance, life insurance, paid time off (PTO days) and a voluntary dental and vision plan. In addition to your resume, send a personalized cover letter explaining your interest in the Goldwater Institute and this position. You must provide your minimum salary requirements in your cover letter. Address your response to: Fred Mastison, Director of Operations, Goldwater Institute, 500 E. Coronado Road, Phoenix AZ 85004, or by e-mail to [careers@goldwaterinstitute.org](mailto:careers@goldwaterinstitute.org). No phone calls please. The Goldwater Institute is an equal opportunity employer. Added 10/27/2015.

### **Institute for Justice – Development Associate**

The Institute for Justice, the nation's premier free-market public interest law firm, seeks an energetic, professional person to fill the role of Development Associate in this growing organization. The ideal candidate will have the ability to produce high-quality background research on donors and prospective donors and manage elements of the Institute's growing research needs. Background in libertarian/conservative causes is a plus. The position offers potential for growth and the opportunity to be part of a dynamic and highly productive development team as it raises the Institute's \$20 million annual budget. Must have strong research and analytical skills, strong attention to detail, and the ability to juggle multiple tasks, prioritize, and meet deadlines. The Institute for Justice offers a competitive salary, full health, dental, and life insurance benefits, and a pension plan. To apply, please submit a resume, cover letter, and writing or redacted research sample on our career website. Added 10/16/2015.

### **The Daily Caller – Sales Associate**

The Daily Caller, one of America's fastest growing online news outlets located in Washington DC, is looking for Junior Sales Reps to join our online advertising team. You do not have to have prior experience – but if you are aggressive, personable, and driven to hit your goals, this could be the job for you. Our culture is young and this is a great opportunity, especially for someone looking into the news and media industry. Training will be provided. The right candidate will have a strong desire to sell online advertising, be aggressive enough to make many calls per day to advertising prospects, be able to pitch the site in person to advertisers and to close sales, and have a general understanding and familiarity with national politics. The Sales Associates will be responsible for sales prospecting, agency/client relationship development, reporting, presenting, negotiating and closing sales. The Sales Associates will cultivate and maintain successful long-term relationships with advertising decision-makers at ad agencies and/or directly at the client level. Compensation will include base salary, sales commissions and health benefits. Interested parties should send resumes and cover notes to Kelsey Greissing, Director of Operations – [kelsey@dailycaller.com](mailto:kelsey@dailycaller.com). Added 10/16/2015.

### **The Cato Institute – Director of Sponsor Services**

The Cato Institute seeks applications for a Director or Manager of Sponsor Services, a full-time position located in Washington, DC, to manage Cato's Benefactors Program. Candidates should have at least three years of successful fundraising or equivalent sales experience. This

is a tremendous opportunity to join a dynamic and high-achieving development team as it works to grow Cato's \$30+ million annual budget. The Director or Manager of Sponsor Services will be responsible for delivering an excellent experience to the over 500 Cato Benefactors, Sponsors who donate \$5,000 to 24,999 annually. You will work closely with Cato's development team to build relationships with Benefactors, communicate Cato's impact, invite Benefactors to events, write renewal and thank you letters, and ultimately increase giving. The successful candidate will have outstanding communication and interpersonal skills, an entrepreneurial spirit, a strong writing capability, the ability to balance shifting and competing priorities, the capacity to adjust strategies and tactics quickly in response to new information, the discipline to keep meticulous records, and a willingness to travel. Candidates must have a strong affinity for public policy and Cato's mission. Knowledge of "moves management" is a plus. Compensation package will be competitive for a director- or manager-level nonprofit position in the Washington, DC area, depending on experience. Qualified candidates should submit the following application materials in *one* PDF file: resume, cover letter describing: a) your alignment with Cato's mission, and b) your salary requirements, and a development/sales oriented writing sample. Materials should be emailed to Pamela Hooper, Director of Human Resources [PHooper@cato.org](mailto:PHooper@cato.org). We will invite strong candidates to complete a series of challenges before we schedule interviews. No phone calls, please. Added 10/16/2015.

#### **Texas Public Policy Foundation – Director of Donor Communications**

The Texas Public Policy Foundation is seeking an experienced fundraising professional to improve the performance of the Foundation's mailing and outreach program. The Director of Donor Communications is responsible for developing an annual marketing strategy and schedule. This role is responsible for all donor marketing activities, including donor and prospect mail programs, email communications, and telephone calls. The ideal candidate will possess a proven record of experience in growing and managing effective fundraising marketing programs. Position responsibilities include: oversee a prospect mailing program that generates an exceptional response rate and average gift; develop a donor conversion pipeline to ensure that new donors are cultivated to give again; develop a donor mailing program to effectively cultivate and solicit donations; develop an email fundraising plan and streamline all email communications; develop telephone outreach plans when needed; other duties as assigned. The ideal candidate will possess: at least 4 – 6 years' experience in fundraising, ideally running a mailing program; high energy level and an entrepreneurial spirit; ability to adhere to a plan while demonstrating flexibility when needed; good organization skills and a strong attention to detail; and personal commitment to the principles of limited government, personal responsibility, and free enterprise. Please send cover letter, resume, salary requirement, references and writing samples to: Greg Sindelar [administration@texaspolicy.com](mailto:administration@texaspolicy.com). Added 10/9/2015.

#### **Texas Public Policy Foundation – Development Associate**

The Texas Public Policy Foundation is seeking an enthusiastic and trustworthy executive assistant to enhance the effectiveness of the TPPF's fundraising efforts. The ideal candidate will be someone with a high degree of customer service orientation and pride in his/her performance. He/she will possess a record of project management experience, and be able to make sure details are not overlooked while simultaneously thinking about the big picture. We want a motivated individual who loves what they do with a proven track record in office administration and executive assistance. This is a part-time position of 20 hours per week. Position responsibilities include: provide an active schedule of priority major donor



appointments for major gift officers and assist in driving moves to help keep fundraising momentum high; aggressively research prospect lists and generate leads for major gift officers; research new direct mail donors and categorize for appropriate follow up; prepare packets for all donor meetings including detailed donor research; support major gift officers by making meeting requests, provide detailed research prior to the meeting, and prepare materials for meetings; coordinate all travel logistics to maximize cost effectiveness; personally invite donors to attend TPPF events via phone and email, prepare research on event attendees prior to events; assist with pulling database lists for mailings, events, etc.; and other duties as assigned. The ideal candidate will possess: 4 – 6 years' experience as an administrator, cheerful and professional demeanor and high level of customer service, persistence and resourcefulness in pursuing donor/prospect visits, trustworthiness, discretion, confidentiality, etc. Please send cover letter, resume, salary requirement, references and writing samples to: Greg Sindelar [administration@texaspolicy.com](mailto:administration@texaspolicy.com). Added 10/9/2015.

### **Leadership Institute – Caging Assistant**

The Leadership Institute receives tens of thousands of donations per year, and processes them internally. We have been growing lately, and require additional help. We are looking for someone, on a part-time basis, to help us open donation mail, sort out check and credit card gifts, note gift amounts, manage inventory, and process credit card donations. No special experience is required. The job would average about two hours per day (about 500 hours per year), but could range from zero to six hours per day. Work would typically start around 10:00 AM each day when required. Our peak season takes place from November through February. The applicant could expect to work almost every business day of the week during that time period for up to eight hours per day (though the total time per week should not exceed 30 hours). During the rest of the year (Mar-Oct), the applicant should expect to work only one to three days per week, but is guaranteed at least three hours on any when he or she is called in for work. Pay starts at \$15/hr. Interested candidates should contact David Hempel, CPA at [DHempel@Leadershipinstitute.org](mailto:DHempel@Leadershipinstitute.org). Added 10/6/2015.

### **American Target Advertising, Inc. – Senior Copywriter**

Do you live and breathe direct response fundraising? Most importantly to our agency, are you a Conservative who thinks the Obama Administration has overstepped its authority and abused power? If so then we want to speak with you! Nation's leading Conservative direct marketing agency has an opening on one of our teams to work on multiple conservative client accounts. The primary responsibility will be developing house file mailings and partnering with one of our Vice Presidents on the overall creative direction to push the accounts to further success. The ideal candidate will have 5 to 10 years in direct response fundraising (agency experience a big plus). Salary is commensurate with experience. We offer excellent benefits and the opportunity for advancement. To apply, please email resume, package/writing samples, salary requirements and a letter telling us why you are perfect for this job to [resume@americantarget.com](mailto:resume@americantarget.com). Added 10/2/2015.

### **American Target Advertising, Inc. – Production Assistant**

Rapidly growing direct marketing agency in Northern Virginia is seeking a highly organized and detail oriented candidate to provide administrative assistance to the production department. This individual must have excellent data entry skills, strong attention to detail, highly competent keyboard skills, proficiency in Microsoft Office, and the ability to work flexibly while multi-tasking. Responsibilities will include clerical work, invoice processing,



data-entry, creating and running reports, and providing a wide range of support to production team members. We offer a competitive salary, excellent benefits, 401(k), along with the opportunity to work with-and learn from- the best in the business! Interested candidates should submit a cover letter with salary requirements and their resume to [resume@americantarget.com](mailto:resume@americantarget.com). Added 10/2/2015.

**Manhattan Institute for Policy Research – Development Officer (New York, NY)**

This person will be responsible for maintaining and building new external relationships for the Institute. The position requires a strategic thinker who is capable of articulating the value of the Institute’s projects and goals to a sophisticated audience of supporters. We seek an individual who thrives in entrepreneurial, creative, and fast-paced environments. Past fundraising experience is not required. The successful candidate may come from a variety of backgrounds—including public policy, industry, or academia. However, the candidate must demonstrate an interest in and experience with domestic policy issues and a desire to act as an ambassador for introducing the Institute’s work to potential supporters with advanced knowledge of the issues. Qualified applicants must hold past experience in translating nuanced ideas to high-level parties in a persuasive manner. Excellent presentation and writing skills are required. Applicants lacking prior work experience that speaks to most, if not all, of these requirements will not be considered. A graduate degree (MA, MBA, JD, PhD) is preferred. Salary is commensurate with experience. Applicants should email a cover letter that clearly lays out their interest in the position and how their experience would be valuable to the Manhattan Institute specifically (a stock cover letter will not be considered). Please email cover letter, a resume, and three references to [support@manhattan-institute.org](mailto:support@manhattan-institute.org), addressed to Jessica Perry, Director of Development. Added 9/29/2015.

**The Bradley Foundation – Program Officer (Milwaukee, Wisconsin)**

The Bradley Foundation, a philanthropic institute devoted to strengthening American democratic capitalism and the institutions, principles, and values that sustain and nurture it, seeks a Program Officer. In consultation with the Vice President for Program, the Program Officer is responsible for evaluating and recommending grant requests and representing the Foundation in the public sphere. This is a unique opportunity to make a significant impact on society. Bradley’s programs support limited, competent government; a dynamic marketplace for economic, intellectual, and cultural activity; and a vigorous defense, at home and abroad, of American ideas and institutions. Essential responsibilities include grant request research and evaluation, public involvement, and administration. Ideal candidates will have at least 5 years of experience in a philanthropic or public policy organization with a strong mission-and-values-based philosophy; experience researching, understanding, analyzing and articulating complex business, societal, economic, educational, public policy and other issues associated with assigned grantmaking program area(s); ability to remain abreast of changes and anticipate trends in said program area(s); and ability to engage in regular business travel to meet with grantees and attend meetings, conferences, and forums. For a full description please visit <http://talentmarket.org/po-bradley/#more-5186>. Added 9/25/2015.

**The Institute for Humane Studies – Director, Major Gifts Fundraising**

The Institute for Humane Studies (IHS) seeks a Director of Major Gifts to plan and execute its major donor fundraising strategy. Qualified candidates will have the experience and enthusiasm to lead a motivated team focused on long-term relationship building with current and prospective individual supporters. The Director of Major Gifts will direct a team of five

working to set fundraising targets, event strategies, and individual plans for current and prospective supporters in their donor portfolios. Both team and individual success requires execution of a “moves management” strategy to identify, cultivate, and solicit supporters capable of making gifts of \$10,000+. Candidates must have demonstrable, extensive (5+ years) experience in developing major gift fundraising plans and leading a team tasked with executing such plans. In addition, candidates should possess a strong appreciation for classical liberal principles (individual rights, free markets, limited government, voluntarism, and peace). The successful candidate will have strong writing capability, an entrepreneurial spirit, the ability to balance shifting and competing priorities, the capacity to adjust strategies and tactics quickly in response to new information, and a track record as a skilled, proven manager and leader. Development/fundraising experience is required. Salary will be competitive for a senior-level nonprofit position in the Washington, DC, area and will be commensurate with experience. For a full description and to apply, please visit [https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=1038234&B\\_ID=91&fid=1&Adid=0&ssbgcolor=FFFFFF&SearchScreenID=2322&CountryID=3&LanguageID=2](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=1038234&B_ID=91&fid=1&Adid=0&ssbgcolor=FFFFFF&SearchScreenID=2322&CountryID=3&LanguageID=2). Added 9/22/2015.

### **Citizens’ Council for Health Freedom – Development Manager (Saint Paul, MN)**

The Manager’s core responsibility will be to develop and fully execute a fundraising plan for CCHF, including managing all development operations. The Development Manager reports to the President of CCHF. The ideal candidate for this role will be exceedingly self-motivated, organized, positive, professional and passionate about advancing freedom. The ideal candidate will have some exposure to fundraising and possess the gravitas, passion, ambition, personality, and management skills to effectively fill the role. A healthy sense of humor would also be a plus. Ideally, the Manager will be located in the Twin Cities metro area, but we will also consider a strong candidate who works virtually and travels to St. Paul as needed. Establish organizational and project fundraising goals and a fundraising plan to meet those goals Key responsibilities include: connect directly with current and prospective donors through in-person meetings, email, snail mail, and phone calls, solicit major gifts in one-on-one meetings with donors or in conjunction with president and other staff members, and identify foundations that would be interested in our work, write grant proposals, develop relationships and write follow up reports when funds have been spent. Minimum of 2 years of experience in nonprofit or political fundraising and strong commitment to advancing the mission of the organization required. To learn more and apply, please visit <http://talentmarket.org/dev-cchf/>. Added 9/15/15.

### **The Daily Caller – Sales Associate**

The Daily Caller, one of America’s fastest growing online news outlets and the most fun place to work in Washington DC, is looking for online advertising Sales Associates. No specific prior work experience is needed for this position. Training will be provided. The right people will: have a strong desire to sell online advertising, be aggressive enough to make many calls per day to advertising prospects, be able to pitch the site in person to advertisers and to close sales, and have a general understanding and familiarity with national politics. The Sales Associates will be responsible for sales prospecting, agency/client relationship development, reporting, presenting, negotiating and closing sales. The Sales Associates will cultivate and maintain successful long-term relationships with advertising decision-makers at ad agencies and/or directly at the client level. Compensation will include base salary, sales commissions and health benefits. Interested parties should send resumes and cover notes to Joe Corbe, Senior VP of Sales at [joe@dailycaller.com](mailto:joe@dailycaller.com). Added 9/11/15.

### **Cato Institute – Senior Major Gift Officer**

The Cato Institute seeks senior major gift officer with at least five years of successful fundraising or equivalent sales experience.. The senior major gift officer will own a portfolio of major donors and drive an individual strategy for each donor to cultivate and solicit support. Candidates must have a strong affinity for public policy and Cato’s mission. Knowledge of “moves management” is a plus. The senior major gift officer will be based in Washington, DC. Cato will also consider a regional office for the right candidate. Salary will be competitive for a senior-level nonprofit position in the Washington, DC, area and commensurate with experience. Compensation package will include incentives for hitting fundraising targets. Qualified candidates should submit the following application materials in one PDF file: résumé and a cover letter describing: your alignment with Cato’s mission, your salary requirements, and a development/sales oriented writing sample. Materials should be emailed to Claire Dixon, executive director of Talent Market, who is assisting with the search: [claire@talentmarket.org](mailto:claire@talentmarket.org). All materials should be sent in one PDF file. Added 9/8/15.

### **The Independent Institute – Director of Development (Oakland, CA)**

The Independent Institute is seeking an experienced, successful Development professional with an understanding of and commitment to the principles of individual liberty and free societies to lead our fundraising program. For 29 years, Independent Institute has successfully pursued our mission in boldly advancing peaceful, prosperous, and free societies grounded in a commitment to human worth and dignity. An entrepreneurial, successful Development professional energized by the opportunity of working with our team in attracting the resources needed to achieve our ambitious shared goals, who will direct and grow a high-performing development department charged with raising \$3.5 million in 2016, expand and diversify our donor base by identifying new donors and retaining existing ones, and personally lead Major Gifts efforts and provide oversight to Foundations, House File and Prospecting activities. Required: 5-7 years of demonstrated fundraising experience and increased responsibility, preferably in the free-market policy realm, experience in creating and successfully executing on plans, including collaborating with and directing others in their achievement, and success in cultivating major donor relationships, including foundations. This full-time position is in our Oakland, California headquarters, and offers a competitive salary and benefits, with performance bonuses. Qualified candidates should submit a résumé, cover letter, detailing your understanding of and commitment to our mission and your salary requirement, and a list of three references to Mary L. G. Theroux, Senior Vice President at [MTeroux \(at\) independent.org](mailto:MTeroux@independent.org). Added 9/4/15.

### **Leadership Program of the Rockies – Director of Development**

As the Director of Development and Outreach, you will work with the LPR leadership team to evaluate, revise, and implement the strategic fundraising plan. Responsibilities include: updating the fundraising plan as necessary; helping to evaluate fundraising goals and benchmarks throughout the year to measure success. The Director of Development and Outreach will work with LPR leadership team to maintain current donors and develop and implement plans to grow the donor base. Responsibilities include: maintain and update current donor lists; helping with transition to new donor database; manage the thank you process; actively support donor clubs, including planning events and managing renewals; work to enhance donor stewardship and regular communication; develop plans to reach out to past donors on a regular basis; develop a profile of major donor prospects; do thorough

research on donor prospects and provide background information for meetings; work with LPR leadership for a “moves management program” to determine action steps for all donor prospects; manage and prioritize all follow-up correspondence; assist with the direct mail program and work with vendors to assure timely production. The Director of Development and Outreach will work with LPR leadership team in prioritizing and maintaining all foundation support for LPR. Responsibilities include: assist in grant writing; research and evaluate foundations for levels of interest in LPR; create a calendar for deadlines and reporting requirements; help to recruit corporate and business entities for Day Sponsors. The Director of Development and Outreach will create and implement plans to raise LPR profile by reaching out into the community. Responsibilities include: work with LPR leadership team to create plan to reach out to different industries in the state to raise awareness of LPR; help to enhance our recruitment efforts by doing research and identifying opportunities and events to bring our message to new audiences; work with recruitment team to present power point presentation to interested groups; work with recruitment team to research and obtain e-mail addresses for both class prospects and special training projects (e.g. Train the Trainer); identify and obtain additional addresses for prospecting e-mails. To apply, please send materials to Deb Jensen, Vice President of Leadership Program of the Rockies, at [apply@leadershipprogram.org](mailto:apply@leadershipprogram.org). Added 9/1/15.

#### **American Enterprise Institute – Development Assistant**

The American Enterprise Institute seeks a Development Assistant to join the AEI development team in executing a strategic and results-oriented plan to build the donor community for the nation’s premier Washington-based think tank. With your help, we will enhance AEI’s influence and impact on the debates of the day making the case for free markets, limited government, and stronger national security. You must be a creative, entrepreneurial, hard-working person. You will join a team of talented professionals who are connecting AEI donors and donor prospects with AEI’s strategic plan to promote our scholars’ work across the country. Your work at AEI will advance the cause of freedom and free enterprise and serve to promote human flourishing in America and throughout the world. With your help, we will raise more money than ever before to fight for our shared principles. The ideal candidate will bring energy, entrepreneurial spirit, and a fierce commitment to achieving results. Expectations will be high, as will be the sense of accomplishment when you succeed. Willingness to work in a fast-paced, detail-oriented, creative environment is a must. Day-to-day responsibilities include database management, research, and administrative work. These responsibilities require very strong writing and communication skills; the ability to meet tight deadlines, multi-task, and prioritize; and a creative, entrepreneurial, and detail-oriented personality. A bachelor’s degree is required. A strong familiarity and experience working in fundraising is preferred. The position will interface directly with most members of AEI’s development department. Qualified candidates should submit an online application to [www.aei.org/jobs](http://www.aei.org/jobs), complete with a cover letter, resume, transcripts, and a 500 word-writing sample. Added 9/1/15.

#### **Institute for Humane Studies – Director, Major Gifts**

The Institute for Humane Studies (IHS) seeks a Director of Major Gifts to plan and execute its major donor fundraising strategy. Qualified candidates will have the experience and enthusiasm to lead a motivated team focused on long-term relationship building with current and prospective individual supporters. The Director of Major Gifts will direct a team of five working to set fundraising targets, event strategies, and individual plans for current and prospective supporters in their donor portfolios. Both team and individual success requires

execution of a “moves management” strategy to identify, cultivate, and solicit supporters capable of making gifts of \$10,000+. The Institute for Humane Studies is a recognized leader in the development of talented students, scholars, and other intellectuals who share an interest in liberty and in advancing the principles and practice of freedom. IHS, founded in 1961, is a nonprofit 501(c)(3) educational organization, based at George Mason University, that works with students and scholars across a broad range of academic and professional disciplines. IHS is the premier provider of education in the ideas of liberty for college students from around the country, through a set of educational programs and Learn Liberty online videos. To cultivate talent for opinion-leading careers as professors, in the media, and in public policy, IHS annually awards nearly \$1 million in scholarships to graduate students and works with more than 1,000 students in free summer seminars, sponsored internships, and various other career programs. Responsibilities: Working with the Director of Development and IHS President to establish major donor fundraising goals and executing “Moves Management” to attain revenue targets. Leading a team of regional gift officers (currently two) responsible for driving renewal, upgrade, and new gifts. Building your own portfolio of major donor supporters and prospects, setting fundraising strategies, and executing on each. This will require face-to-face donor meetings and the potential for travel. Working with the other team members to integrate major donor fundraising strategies with fundraising from foundations and through direct mail. Collaborating with the Director of Development and IHS President on major donor strategy for donors within their portfolios. Qualifications: Candidates must have demonstrable, extensive (5+ years) experience in developing major gift fundraising plans and leading a team tasked with executing such plans. In addition, candidates should possess a strong appreciation for classical liberal principles (individual rights, free markets, limited government, voluntarism, and peace). The successful candidate will have strong writing capability, an entrepreneurial spirit, the ability to balance shifting and competing priorities, the capacity to adjust strategies and tactics quickly in response to new information, and a track record as a skilled, proven manager and leader. Development/fundraising experience is required. This is an exceptional opportunity to apply a strong communications capability to contribute substantively to the growth and effectiveness of a results-oriented, mission-driven organization—with a 2015 budget of \$13.5 million, up 69% in five years. At IHS, you can grow professionally and intellectually, excel at what you’re good at, and help make the world a better place. Salary will be competitive for a senior-level nonprofit position in the Washington, DC, area and will be commensurate with experience. IHS provides exceptional benefits to all individual employees, including health and dental insurance coverage (which includes paying 100 percent of the health insurance premium and tax-free reimbursement of all deductible expenses, and paying 100 percent of the dental insurance premium). IHS also provides all employees with flexible spending accounts, long-term disability and life insurance, a 403(b) retirement savings program, a parking permit, and one free course per semester at George Mason University. The Institute for Humane Studies is located in Arlington, Virginia, just outside of Washington, D.C., two blocks from the Virginia Square metro stop (on the Orange Line). IHS is a flexible, professional, open office environment that encourages innovation and entrepreneurship and provides substantial opportunity for professional and personal growth. To Apply: Qualified candidates should submit the following application materials: Resume, two samples of persuasive writing (save both in one document). Cover letter detailing: your interest in this position, A compelling case about why the mission of IHS resonates with you. Please visit: [https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=1038234&B\\_ID=91&fid=1&Adid=0&ssbgcolor=FFFFFF&SearchScreenID=2322&CountryID=3&LanguageID=2](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=1038234&B_ID=91&fid=1&Adid=0&ssbgcolor=FFFFFF&SearchScreenID=2322&CountryID=3&LanguageID=2) Added 8/25/15

## **Students for Liberty – Director of Development**

Students For Liberty (SFL) began in 2008-2009 with a total revenue of approximately \$50,000. During the 2014-2015 year, SFL raised over \$3.2 million. As SFL's programmatic efforts continue to grow, we need our fundraising capabilities to grow as well. Reporting to and in partnership with the President, the Director of Development will spearhead development efforts as Students For Liberty continues to grow. A new position in the organization, the Director will have the opportunity to build the development function. Responsibilities Include: Develop and execute SFL's annual fundraising plan, secure financial support from individuals, foundations, and corporations. Manage the implementation of Salesforce and oversee staff responsible for data entry and gift processing. Develop and maintain ongoing relationships with major donors. Create and execute a strategy for a large sustained base of annual individual donors. Oversee organization of special events. Develop and track proposals and reports for all foundation and corporate fundraising. Qualifications: Bachelor's degree. Strong written and verbal communication skills. Strong communication ability. Past experience raising at least \$2.5 million annually. Proven ability to develop in-depth plans and execute them successfully. Commitment to SFL's mission and vision. Compensation: Salary for this position is competitive to other liberty movement nonprofits. Benefits include health insurance, a metro stipend, and a retirement plan after 2 years of employment. In addition to the compensation, we are strongly dedicated to ensuring our staff members have the ability to grow and reach their full potential. To this end, we invest in training and professional development opportunities. This is a full-time position at our office in Washington, D.C. To apply please email your cover letter and resume to [amccobin@studentsforliberty.org](mailto:amccobin@studentsforliberty.org).

### **American Enterprise Institute – Manger of Donor Relations**

The American Enterprise Institute is the nation's premier think tank, assembling 200 scholars and staff who share a common mission: we believe that expanding liberty, increasing individual opportunity, and strengthening the free enterprise system gives the most people the best life. We pursue our work in economics, education reform, health policy, environment and energy, foreign and defense policy, cultural studies, international trade, and other critical areas in accord with our mission. Although our scholars may write about tax reform or welfare policy or relations with Russia, those issues are just the "what" of AEI's work. The "why" is simple—to build a stronger America and a safer and freer world. Since Arthur Brooks became president in 2009, we've been in a period of rapid growth, doubling the size of our core community of extraordinarily successful business leaders and entrepreneurs. In just the last 18 months, we've also closed in on 90+% of funding needed to finish our capital campaign. Meanwhile, we've expanded our communications and government relations operations. We need someone who understands AEI's mission and work and is inspired to share it with people described above in a designated major region/state. We need someone who can deploy AEI's scholars, president, and senior staff to build relationships between the Institute and CEOs of Fortune 100 companies, the most successful entrepreneurs, and the most admired individuals and families, but not just for the sake of financial support—we want them to join the AEI community and serve as force multipliers for our work. We need someone who has always been good at seeing the connections between and among people and understands how to leverage those relationships for a purpose. Qualified candidates should submit an online application to [www.aei.org/jobs](http://www.aei.org/jobs), complete with a cover letter and resume. Added 8/11/15.



## **Education**

### **Regent University – Assistant Professor of Accounting**

Regent University's College of Arts and Sciences has an immediate opening for a full-time, assistant professor of accounting position to teach accounting courses at the Virginia Beach, VA campus and online. An earned Ph.D. in Accounting or Business or D.B.A. with a minimum of 18 graduate semester hours in Accounting is preferred. The minimum requirement is an earned master's degree with the 18 earned graduate semester hours in accounting. Experience in the discipline is preferred. Certification as a CPA is a plus. Expectations include a commitment to Christ-centered teaching and learning. Proficiency with online instructional technology is also preferred. Positions may begin as early as August 2015. To apply complete the online application at: [www.regent.edu/jobs\\_faculty](http://www.regent.edu/jobs_faculty). Applicants should also forward their vita and cover letter to [casfacultyapps@regent.edu](mailto:casfacultyapps@regent.edu). Please send official transcripts of all graduate and undergraduate institutions attended to Dr. Carole Morgan, Regent University – CAS, 1000 Regent University Drive, Virginia. Added 6/26/15.

## **Hill**

### **Western Conservative – Communications Director**

Western conservative seeks motivated and aggressive Communications Director to work placement of stories in local district media. Must have demonstrated experience working with various forms of media, pitching stories, and solid verbal and writing skills. Understanding of policy issues and ability to critically think of district implications a must. Send resume and cover letter to [western.jobs@mail.house.gov](mailto:western.jobs@mail.house.gov). Added 10/23/2015.

### **Colorado Conservative – Legislative Correspondent/Press Assistant**

Colorado conservative seeking Legislative Correspondent/Press Assistant with strong writing skills. Responsibilities include: management of constituent mail and social media accounts; execution of 499 program; drafting op-eds, press releases, and talking points; coordinating media efforts; and working directly with the Communications Director. Applicants should be able to write quickly and effectively in a fast paced environment. Colorado ties and Hill experience a plus. Please send a cover letter, writing sample, and resume to [ColoradoRepublican06@gmail.com](mailto:ColoradoRepublican06@gmail.com). Added 10/23/2015.

### **Conservative Congressman – Staff Assistant/Legislative Correspondent**

Conservative Congressman seeks Staff Assistant/Legislative Correspondent, with an interest communications and press, to manage all aspects of constituent correspondence and general day-to-day office operations. Duties will include sorting and tracking incoming mail, emails, and phone calls, and responding to mail in a timely manner, as well as assisting Communications Director when needed. In addition, the position is responsible for front office reception duties, answering phone calls, greeting visitors, and other constituent services. Successful candidates must demonstrate strong writing ability, exceptional organization skills, attention to detail, and must be able to work quickly in a fast paced environment. Proficiency in Fireside and California ties are a plus. Please send resume and cover letter to [cagopjobs@gmail.com](mailto:cagopjobs@gmail.com). Added 10/13/2015.

### **California Conservative – Legislative Correspondent**

California Conservative seeks Legislative Assistant to handle a diverse portfolio of issues. Duties will include tracking legislation and other developments to brief the Member on floor votes and pending legislative matters, developing and implementing policy initiatives in line with office goals, meeting with constituents and other interest groups, and coordinating with DC and district staff regarding legislation, messaging, and events. Qualified candidates must be proactive and hard working with exceptional writing and communication skills and the ability to work effectively in a fast paced environment. Knowledge of the Appropriations process and California ties are a plus. Please email resume and cover letter to [carepublicanjobs@gmail.com](mailto:carepublicanjobs@gmail.com). Added 10/13/2015.

### **Conservative Congressman – Legislative Assistant**

Ways & Means Member seeks a legislative assistant to handle a portfolio of issues, including committee work. Applicants should have substantive Hill experience or a background in tax or health policy. A successful candidate will also demonstrate strong communications, organizational, and teamwork skills. Nebraska ties are a plus. Interested candidates should email a cover letter and resume to [josh.jackson@mail.house.gov](mailto:josh.jackson@mail.house.gov). Added 10/2/2015.

### **Conservative Congressman – Legislative Assistant**

Conservative Wisconsin Congressman is seeking an interim Legislative Assistant for the next twelve months to oversee his work on the Budget Committee. Candidates should have prior policy experience, excellent writing skills, and knowledge of the legislative and committee processes. Wisconsin ties are preferred, but not required. Please email a resume and cover letter, with “Legislative Assistant” in the subject line, to [WI06resumes@gmail.com](mailto:WI06resumes@gmail.com). Added 9/29/2015.

### **Congressman Raúl Labrador – Legislative Correspondent**

Congressman Raúl Labrador (ID-01) is seeking a Legislative Correspondent in his DC office to manage all aspects of constituent correspondence. Ideal candidates will have knowledge of the legislative process, excellent writing and organizational skills, strong attention to detail, and familiarity with iConstituent. Duties include, but are not limited to, processing incoming correspondence through iConstituent, drafting timely responses, assisting with updating website, creating graphics/images and assisting with projects and events. Western and Idaho ties are preferred but not required. Email résumé, cover letter and two writing samples to [ID01.Jobs@mail.house.gov](mailto:ID01.Jobs@mail.house.gov). Added 9/22/2015.

### **Congressman Steve King – Agriculture Legislative Assistant**

Congressman Steve King is seeking an Agriculture Legislative Assistant to serve in his Washington, D.C. office. The candidate must be a staunch, pro-life, pro-traditional marriage Constitutional conservative. The candidate will need to have a strong background in understanding legislative policy and solid ties to the Agriculture community. He/she will need to demonstrate the ability to successfully advance Congressman King's Agriculture policy agenda in the Agriculture Committee. The ideal candidate will possess strong written and verbal communication skills. The Legislative Assistant will work directly with the other legislative staff, the Chief of Staff, and Mr. King to further develop, implement and activate a

viable, conservative policy and strategic agenda in Agriculture legislation. At least 1-2 years of Hill experience is mandatory. Iowa ties are preferred but not required. To apply, please submit a resume and cover letter to [IA04.Resumes@mail.house.gov](mailto:IA04.Resumes@mail.house.gov) with “Congressman Steve King/Agriculture LA” in the subject line. No calls or drop ins please. Added 9/18/2015.

#### **Congressman Steve King – Press Assistant**

Congressman Steve King is seeking a Press Assistant to serve in his Washington, D.C. office. The candidate must be a staunch, pro-life, pro-traditional marriage Constitutional conservative. The candidate should be a proven multi-tasker, have the ability to work creatively and quickly and be a fast learner. The ideal candidate will possess strong written and verbal communication skills. The Press Assistant will assist the Communications Director in drafting statements and op-eds, compiling press clips, preparing remarks and implementing social media strategies. Experience working in print or social media in some capacity is required. Hill experience is favored. Iowa ties are preferred but not required. Please send a resume, cover letter and two writing samples to [IA04.Resumes@mail.house.gov](mailto:IA04.Resumes@mail.house.gov) with “Congressman Steve King/Press Assistant” in the subject line. No calls or drop-ins please. Added 9/18/2015.

#### **Minnesota Congressman – Staff Assistant**

Minnesota conservative office seeks a detail-oriented Staff Assistant with excellent written and oral communication skills. Primary duties include greeting and providing outstanding customer service to constituents visiting DC and calling their Congressman. Candidates must have excellent organizational skills and the ability to multi-task to coordinate a variety of office-wide projects. Minnesota ties and the ability to start as soon as possible preferred. To apply, email a cover letter and resume to [StaffAssistantDC@gmail.com](mailto:StaffAssistantDC@gmail.com). Added 9/11/15.

#### **Rep. Jeff Denham – Press Assistant/Legislative Correspondent**

The office of Congressman Jeff Denham (CA-10) seeks a motivated, organized, reliable and detail-oriented candidate to fill the position of Press Assistant/Legislative Correspondent in Washington, D.C. The press assistant will assist the communications director in drafting statements and releases, creating graphics, compiling daily clips, preparing remarks and implementing social media strategies. This individual will also assist with an aggressive franked mail program and with legislative research. Ideal candidate will have strong writing skills, familiarity with IQ and graphic design experience. Hill experience and familiarity with Spanish language preferred but not required. Please send your resume, cover letter and a brief writing sample to [Jordan.langdon@mail.house.gov](mailto:Jordan.langdon@mail.house.gov).

## **Government Affairs**

## **Non-Profit Policy Organizations**

### **American Enterprise Institute – Senior Building Engineer**

The American Enterprise Institute seeks a Senior Building Engineer. The primary objective of this position is to oversee the day-to-day efficient operations, and maintenance of all structural, mechanical, electrical and all other systems / equipment serving the AEI Building and property. Primary responsibilities include providing hands on service, repair, maintenance, operation, and guidance to Associates/Vendors and the general upkeep of the building. This person will be directly responsible for preventative maintenance tasks on physical structures, plumbing, HVAC, and electrical systems as well as respond to and resolve, tenant service work order requests such as but not limited to lighting, plumbing, heating and cooling and any other building problems as needed. The Senior Engineer must have a high school diploma, comprehensive knowledge of OSHA codes, a current 1st or 3rd Class Engineer License with 10 years of experience in a Class A commercial office building and 5 years of boiler operations experience including general utility maintenance experience. For more information and to apply, please visit [https://aei-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=903&company\\_id=16410&version=2&source=ONLINE&jobOwner=992435&aid=1](https://aei-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=903&company_id=16410&version=2&source=ONLINE&jobOwner=992435&aid=1). Added 10/30/2015.

### **Foundation for Individual Rights in Education – Program Officer (Philadelphia, PA)**

The Program Officer, Individual Rights Education Program will assist the Director of FIRE's Individual Rights Education Program (IREP) with the program's core objectives, including working with students, faculty members, and college administrators toward improving universities' policies on student and faculty speech. In addition to the responsibilities related to the IREP program, the position will contribute to FIRE's legal work and public advocacy. This position is supervised by the Director, Individual Rights Education Program and overseen by the Vice President of Legal and Public Advocacy. The hours for this position are customary business hours. Work on weekends and evenings is envisioned to be minimal but may be necessary from time to time. The expected start date for this position will be December 15, 2015. A successful candidate will have the following qualifications: J.D. degree from an ABA-accredited law school; demonstrated competence in public advocacy; demonstrated commitment to FIRE's mission; demonstrated interest in non-profit work and public advocacy; superior written and oral communication skills; excellent research and organizational skills; ability to proficiently use the Internet as a research tool, including specialized research tools such as Lexis-Nexis or Westlaw; and ability to work independently. Candidates must demonstrate a full and complete understanding of FIRE's mission and be willing to advocate for the principles contained within that mission. For more information and to apply, please visit <https://www.thefire.org/about-us/jobs-internships/program-officer-individual-rights-education-program/>. Added 10/30/2015.

### **Council on Foreign Relations – Assistant Director, Women and Foreign Policy Program**

CFR's David Rockefeller Studies Program is one of the country's largest foreign policy think tanks with a widely respected and influential research staff. The Studies Program aims to advance the discussion of American foreign policy and international affairs through its writing, publications, public outreach, and discussions. The Assistant Director will work under the direction of the senior fellow and director of the Women and Foreign Policy (WFP) program on projects related to the program's core areas: economic participation; girls' education; and peace and security. The major responsibilities include (but are not limited to): assist in development of regular WFP programming; assist director in overseeing digital content for the program's blog, including selecting global trends and contemporary events related to WFP core areas for blog posts; help lead and implement communication and marketing strategy, in particular leveraging social media applications such as Twitter, etc., as

needed; assist in managing relations and contact with the WFP Advisory Council; help manage grant applications and monitor deliverables as well as program budget; research specific areas for articles, book chapters, and other publications, as requested by the director; and help elaborate and execute the program research agenda in each of WFP's core areas and provide support for development of WFP initiatives. Qualifications: Degree in International Relations, Political Science, related social sciences field with high academic achievement (Masters preferred); experience on women's issues preferred; three to four years related research, programming, and project management experience; strong organizational skills, high attention to detail, and ability to multitask; and proven ability to work effectively in a team environment as well as independently. For more information and to apply, please visit [http://www.cfr.org/about/career\\_opportunities/#1662](http://www.cfr.org/about/career_opportunities/#1662). Added 10/27/2015.

### **Mercatus Center – Digital Marketing Manager**

Marginal Revolution University is seeking a Digital Marketing Manager to identify new opportunities to promote MRU's award-winning educational videos. Come join a growing startup that is tackling the important question of how to best teach using video and other online tools. This position can be based in our Arlington, VA office or remote. If you're a data-driven marketing professional that enjoys experimentation and working with the latest marketing platforms, read on. As the Digital Marketing Manager, you will: develop and implement a digital marketing strategy that positions Marginal Revolution University's products at the cutting edge of online economics education; inform the product development process by communicating customer feedback and marketing insights to the product team; manage every aspect of email marketing; and energize MRU's social media presence. We want to be a valued resource by economics students and teachers everywhere – and we need your help to get us there. You'll craft highly-effective copy and build targeted lists based on constant testing; assist with the execution and monitoring of MRU's digital ads – offering real-time analysis that helps us reach the right audience with the right message; and work with the web admin team to ensure that marketing copy and web postings are SEO-friendly and optimized for brand, tone, and consistency. For more information and to apply, please visit <http://mercatus.org/job-postings>. Added 10/27/2015.

### **The American Legislative Exchange Council – Justice Performance Project Task Force Director**

The American Legislative Exchange Council (ALEC), the nation's largest nonpartisan, individual membership association of state legislators, is seeking a policy expert to direct the Justice Performance Project Task Force. Candidates must have strong knowledge of Task Force policy with a minimum of two years of related Task Force policy professionally. Reliable judgment and the ability to quickly respond to state legislators and private sector variety of criminal issues, as well as, working knowledge and familiarity of the state legislative processes. Qualified candidates will also have excellent writing, communication, and organizational skills. Candidates must demonstrate a strong commitment to ALEC's mission of promoting the Jeffersonian principles of free markets, limited government, federalism and individual liberty. Educational Requirements: Bachelor's Degree. Some travel is required (10%). Start date: Immediate. E-mail a resume, a writing sample, and a cover letter to Genneya Briscoe at [gbriscoe@alec.org](mailto:gbriscoe@alec.org). No phone calls, please. Added 10/27/2015.

### **International Republican Institute – Program Assistant, Africa Division**

The Program Assistant is the entry level position to program work at IRI. As a junior member of the team, the Program Assistant will provide administrative and programmatic support for current and developing programs in the Africa region. Candidates are required to have a BA/BS in political science, international relations, or related field; 0-2 years of experience in international development or related field; experience with Microsoft Excel, Word, and PowerPoint; excellent writing, research, and communication skills; and proficiency in French. Primary responsibilities include: assist with implementation of all IRI programs within the Africa Division; assist PO, RCD and RPO with research related to project proposals and program activities; assist PO, RCD and RPO on updating program summaries; assist with writing quarterly reports, semi-annual, and final reports; assist with managing and monitoring program budgets and financial reports; creates and maintains briefing books; coordinates logistical support for program activities and trainings from DC; monitor report and analyzes political developments throughout Africa, especially as they relate to IRI objectives and activities; and perform other duties as assigned. To apply, please visit <https://recruiting.ultipro.com/TNT1048/JobBoard/201c19d1-4b06-d159-bba4-6a102267f555/Opportunity/OpportunityDetail?opportunityId=8d258b59-3f76-4a94-b0e9-45bad3a7ea23>. Added 10/23/2015.

#### **ACT for America – Grassroots Coordinator**

The Grassroots Coordinator is responsible for assisting the National Field Director in: Building a network of activists and chapter leaders for the organization; recruiting new chapter leaders and engaging activists who identify with and support strong national security and ACT For America; communication with chapter leaders and members; ensuring organizational base building goals are met; developing and executing grassroots strategies to further the growth of ACT For America chapters; maintaining and following up with contacts in the organization's database; and utilizing systems to track and evaluate progress through metric driven goals and objectives. The Grassroots Coordinator reports to the National Field Director. The Grassroots Coordinator has delegated authority to implement approved plans and make implementation decisions related to base building and grassroots activities. The Grassroots Coordinator will consult with the National Field Director before deviating from approved plans or making decisions that significantly affect program goals, resource allocations or other team members. The Grassroots Coordinator will analyze options and make recommendations for departmental goals, plans and budgets and will participate in the ACT weekly staff meetings to contribute ideas and cross departmental energy toward ACT's membership building goals. Qualified candidates will have at least two years' experience (paid or volunteer) in grassroots organizing and volunteer mobilization; outstanding people skills; proven capacity to work effectively in teams of diverse people and organizations; strong writing and editing skills; proven commitment to conservative values and national security; and experience with issue advocacy campaigns and working with a contact database strongly preferred. Annual salary range of \$30k to \$50k will be commensurate with relevant professional experience. A competitive benefits package includes health care coverage, paid vacation and sick days. Opportunities for advancement and travel. Please specify your salary requirement. Please email resumes to: [actforamerica@aol.com](mailto:actforamerica@aol.com). Added 10/23/2015.

#### **Ayn Rand Institute – Vice President of Programs (Irvine, California)**

This is a challenging, executive-level position reporting to the Chief Operating Officer. Along with the other members of ARI's Executive Team, this position is responsible for establishing and executing the organization's overall goals and projects through highly effective organization management. Additional specific responsibilities include marketing



and implementing High School Programs, which include Free Books to Teachers and essay contests; College Student Programs, such as campus clubs and conferences; and Policy Programs, which include promotion of new books, radio shows, media relations and events. The successful candidate must be well acquainted with the principles and applications of Objectivism. Extensive organizational and project management experience, proven marketing capabilities, and facility with results measurement, combined with a creative, entrepreneurial approach, is highly desirable. The successful candidate will be an excellent communicator, capable of delivering clearly organized reports to varying audiences. A Master's degree in business would be useful. Those interested in this position should email their résumé and a cover letter with salary expectations to [careers@aynrand.org](mailto:careers@aynrand.org). Evidence of eligibility to work in the United States will be required. Candidates to whom an offer is extended are subject to background screening and are required to sign an ARI Employee Confidentiality Agreement. While we thank all applicants for their interest in employment, we are able to contact only those to whom we can offer an interview. No phone calls, please. Added 10/23/2015.

### **Committee for a Responsible Federal Budget – Director of the Fiscal Institute**

CRFB is in the midst of creating a Fiscal Institute to undertake larger studies related to fiscal and economic policy which are less directly tied to the day to day workings of Congress or immediate legislation. Every year, the Fiscal Institute will run a number of initiatives on a variety of topics. Current initiatives include projects on disability insurance, broadening the social contract, budget process reforms, and an annual symposium on health reform. The Director of the Fiscal Institute will oversee the creation and running of the initiatives working with other members of the Committee for a Responsible Federal Budget's staff. Ideal candidates will have the following qualifications: policy and research experience in the field of economics and policy fields such as health, retirement, education, technology, and/or labor policy; excellent organizational skills; ability to self-direct, manage many moving pieces of a project, and participate well in a fast-paced team environment; strong writing skills; and an advanced degree and at least 15 years of experience. For more information and to apply, please visit <http://crfb.org/jobs>. Added 10/23/2015.

### **Institute for Humane Studies – On Campus Education Manager (Arlington, VA)**

Do you have a passion for helping students learn about the ideas of free enterprise and individual liberty? The Institute for Humane Studies seeks an experienced program manager to contribute to the ambitious expansion of our On Campus Faculty Partnership program and to oversee our weekend seminars. The selected candidate will be responsible for soliciting faculty proposals for campus events, driving the design, planning, and execution of weekend seminars, and developing and conducting training for program staff. Ideal candidates will possess a firm, interdisciplinary grasp of classical liberal ideas and no less than 3 years of experience in liberty-advancing nonprofits or in the field of higher education. Candidates must have prior experience managing programs or projects, the ability to drive timelines to meet deadlines, and an unwavering attention to detail. Prior experience working with faculty or in the higher education environment is strongly preferred. This role entails substantial interaction with both internal and external stakeholders, so strong communication (both written and oral) and interpersonal skills are essential. This position will be located at our office in Arlington, VA, and will travel to domestic college campuses throughout the year. The salary is competitive and will be commensurate with experience. IHS is a flexible, professional, open office environment that encourages innovation and entrepreneurship and provides substantial opportunity for professional, personal, and intellectual growth. For more information and to apply, please visit



[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=1045947&B\\_ID=91&fid=1&Adid=0&ssbgcolor=FFFFFF&SearchScreenID=2322&CountryID=3&LanguageID=2](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=1045947&B_ID=91&fid=1&Adid=0&ssbgcolor=FFFFFF&SearchScreenID=2322&CountryID=3&LanguageID=2). Added 10/20/2015.

### **American Enterprise Institute – Manager of Academic Relations**

The American Enterprise Institute seeks a manager of academic relations to work with AEI scholars and staff to surface talented individuals in academia, government service, and other think tanks who would like to explore avenues of more formal participation in the AEI community—either as adjunct or visiting scholars, or even as future resident scholars. You will significantly deepen AEI’s ties to leading academics and thinkers in a wide range of public policy fields. You will work with the director of academic programs to cultivate and strengthen our network of faculty and administrators who volunteer to introduce their students to AEI’s opportunities, as well as with our more committed formal academic network of mission-driven faculty. You will explore building a network of graduate school students in public policy who are drawn to AEI’s non-partisan mission and want to get involved. Your work at AEI will advance the cause of freedom and free enterprise and serve to promote human flourishing in America and throughout the world. The ideal candidate will bring energy, good judgment, work ethic, and a fierce commitment to results. Expectations will be high, as will be the sense of accomplishment when we begin to achieve those results. You will join a program that is becoming the gold standard in on-campus programs and, at the same time, will make AEI the hub for excellence among right-of-center, thoughtful academics who want to have more impact on the current debates in Washington, DC. This position requires superior interpersonal, communication, and organizational skills. The ideal candidate would also have experience with program management, marketing, and new media. Qualified applicants should submit an online application to [www.aei.org/jobs](http://www.aei.org/jobs), complete with a resume, cover letter, and a 500 word-writing sample. Added 10/20/2015.

### **Manhattan Institute – Regional Program Officer (New York City, NY)**

The Manhattan Institute is looking to hire a Regional Program Officer for its rapidly growing Adam Smith Society, a national, chapter-based association of free-market MBA students. In just four years we have grown from one pilot program to chapters at 20 of our nation’s elite business schools, professional chapters in four major cities, and a base of 2,500 members. Reporting to the Director of Programs, each Regional Program Officer will have his/her own portfolio of MBA student and professional chapters in one of four U.S. regions (South, Midwest, Northeast, West Coast). Each program officer will manage all of the chapters in his/her portfolio, serving as the liaison between chapter leaders and the national office. The ideal candidate will possess flawless attention to detail; project management skills; and the ability and desire to ensure an exceptional member, guest, and speaker experience at every one of the 50+ on-campus and professional network events in their assigned regional portfolio. Successful applicants will thrive working both independently and in a team environment. Candidates are to submit a resume and letter of interest—which does not rely on stock language and specifically explains how the applicant’s experience relates to the job description—for review to [adamsmith@manhattan-institute.org](mailto:adamsmith@manhattan-institute.org). This position requires the candidate to work out of our Manhattan office. The salary and benefits package for this position is competitive and commensurate with experience. Added 10/20/2015.

### **California Policy Center – Research Associate**

The California Policy Center (CPC) seeks a Research Associate to play a vital role in producing policy analysis, political and economic studies, opinion columns, and commentary on social media. The Research Associate will work closely with CPC's senior leadership and research team. Qualified candidates must have a deep understanding and commitment to free-market values and have the skills and work ethic necessary to produce a high volume of quality content. They must enjoy writing and have excellent written communication skills. They must be able to work remotely, be comfortable participating in collaborative projects, and have an appetite for online production work, detailed research and complex spreadsheets. They must be comfortable using Excel, Word, PowerPoint, WordPress, Facebook, Twitter, LinkedIn, graphics applications such as Photoshop, and related applications. The Research Associate can be based anywhere in the United States, although availability to work out of our Southern California office in Tustin is preferred. If not, the Research Associate must be willing to travel to either Sacramento or Tustin at least once per month. Responsibilities include: write and post analysis and commentary on CPC websites and 3<sup>rd</sup> party media; conduct original research and post studies; compile "Unions in the News - Weekly Highlights" once per week; source and obtain permission from a 3<sup>rd</sup> party authors and publishers to repost articles; post material and moderate dialog on Facebook.com/CalPolicyCenter; tweet CPC material on Twitter.com/CalPolicyCenter; assist with ongoing production of online civic profiles and politician profiles; assist with press releases, guest op-eds, and related outreach to media to publicize CPC original work; collaborate with and assist other CPC researchers on joint research projects; update, improve and promote information resources already present on CPC websites; assist with expansion and upgrading of CPC press list; and be available for press interviews and speaking opportunities. Qualified candidates should submit the following application materials in one PDF document: cover letter, resume, and two writing samples. Materials should be emailed to Ed Ring, Executive Director, [ed@calpolicycenter.org](mailto:ed@calpolicycenter.org). We thank all applicants in advance for their interest in this position, but will only contact those to whom we can offer an interview. CPC is an equal-opportunity employer. Only direct applications will be considered. Added 10/20/2015.

#### **The Charles Koch Institute – Events Planner**

The Charles Koch Institute seeks an event planner to join its dynamic events team. This individual will partner closely with internal teams and key external organizations to plan and execute various events that are critical to the realization of our mission. Essential duties and responsibilities: plan, execute, and evaluate meetings, conferences and special events for internal and external partners; help develop and maintain standard operating procedures for events to help the Institute maintain a high level of service and event quality; and drive events and assist team members with their events. Qualified candidates will have 2-3 years of experience in event planning or a related field (hospitality, office management, programs, or development), preferred; strong customer focus and attention to detail; capacity to work flexible hours and limited nights and weekends; ability to work well under pressure and adapt to change; ability to work on multiple projects at once and keep track of multiple priorities; and an entrepreneurial spirit, humility, high sense of urgency, and a passion for economic freedom. EOE/M/F/D/V. Please apply at <http://careers.charleskochinstitute.org/CareerDetailCKI?id=a1PC0000001OHZLMA4>. Added 10/16/2015.

#### **Institute for Humane Studies – Events Management Assistant**

The Institute for Humane Studies (IHS) seeks a motivated, detail-oriented Events Management Assistant to assist the team with logistics and processes for IHS programs. Responsibilities include: communicating with conference participants regarding logistical details; managing and tracking data about participants and programs; coordinating the creation, assembly and distribution of conference supplies and materials; and on-site assistance at summer seminars, evening events and weekend conferences. Requirements include: exceptional verbal, written, and interpersonal communication skills, with a strong customer service orientation; the ability to drive timelines and to meet deadlines; an unwavering attention to detail; an ability to travel domestically; and a strong interest in the IHS's mission and a strong appreciation for classical liberal principles (individual rights, free markets, limited government, voluntarism, and peace). IHS provides exceptional benefits to all individual employees, including health and dental insurance coverage (which includes paying 100 percent of the health insurance premium and tax-free reimbursement of all deductible expenses, and paying 100 percent of the dental insurance premium). IHS also provides all employees with flexible spending accounts, long-term disability and life insurance, a 403(b) retirement savings program, a parking permit, and one free course per semester at George Mason University (GMU). To apply, please visit [https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=1091762&B\\_ID=91&fid=1&Adid=0&ssbgcolor=FFFFFF&SearchScreenID=2322&CountryID=3&LanguageID=2](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=1091762&B_ID=91&fid=1&Adid=0&ssbgcolor=FFFFFF&SearchScreenID=2322&CountryID=3&LanguageID=2). Added 10/16/2015.

#### **Institute for Humane Studies – Temporary Part-time Events Management Assistant**

This is a temporary role that will be open for renewal in January. An ideal candidate will be able to work 15-18 hours a week. The Events Management Assistant will assist the team with program inboxes, email campaigns, program materials, and general tracking and data maintenance. For the inboxes, the assistant will help us monitor, respond, and track inquiries for a variety of different programs. For email campaigns, the assistant will help us design emails, generate lists, and proof copy. The assistant will also help assemble program materials for On Campus events and other programs. Lastly, the assistant will utilize our database and Microsoft Excel to help track registrations and program-related information. His or her role will be supportive, enabling our team to fulfill strict deadlines. A qualified assistant will possess a keen eye for detail and proficiency with Microsoft Excel. Experience working with HTML is a plus. A qualified assistant will also possess the ability to multi-task and excel in a fast-paced work environment. An ideal candidate is comfortable working with and learning about new technical systems. Lastly, an ideal candidate is available to work on Tuesdays and/or Wednesdays and work 15-18 hours a week. Our assistant will gain a lot of knowledge with practical office applications, including MS Office, Adobe Dreamweaver, marketing software, and customer service skills. Exposure to a database will also teach our assistant about data management. The assistant will also gain valuable experience working with a committed team that demands excellence. The assistant will earn \$10/hour and receive 6 free credits a year at George Mason University. To apply, please visit [https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=1116681&B\\_ID=91&fid=1&Adid=0&ssbgcolor=FFFFFF&SearchScreenID=2322&CountryID=3&LanguageID=2](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=1116681&B_ID=91&fid=1&Adid=0&ssbgcolor=FFFFFF&SearchScreenID=2322&CountryID=3&LanguageID=2). Added 10/16/2015.

#### **Middle East Forum – Washington Project Director**

The Middle East Forum (MEF), a research institute based in Philadelphia with an annual budget of \$4 million, seeks a full-time, Washington, DC-based government relations and advocacy professional to lead its efforts to educate policy and opinion makers about the

Forum's work. Responsibilities: develop and implement MEF's policy advocacy plan; identify priority areas and points of intervention; craft position statements; coordinate MEF campaigns; build relationships with members of Congress and their staff, with government employees (including law enforcement officials), with research centers, and the general public; represent MEF in coalitions and at events; develop and implement a communications plan to broaden awareness of MEF's work; promote the MEF agenda through writings, media appearances, and in-person addresses; engage in outreach on Capitol Hill; handle inquiries about MEF; keep MEF leadership informed of your work; and provide information on your accomplishments for fundraising purposes. The employment status of this position is as an independent contractor. Candidates should prepare an application that includes: a cover letter indicating your interests, qualifications, and goals; a resume or curriculum vitae; names of three references; and salary requirements. Applications should be compiled in a single document (preferably Adobe Acrobat, Word is acceptable), titled with candidate's name in reverse order without spacing (ex. ChurchillWinston), attached in an email, and sent to [Personnel@MEForum.org](mailto:Personnel@MEForum.org). Put "Application for Washington Project Director" in the e-mail subject line. Application deadline is October 18 at 5pm EDT. Added 10/13/2015.

### **Pro-Life Organization – Executive Assistant to the President**

A dynamic, national pro-life organization is seeking to hire a highly sophisticated Executive Assistant to the President. The mission of the EA is to be an indispensable partner to the President involved in highly confidential information and with highly sensitive communications with clients and team. The EA is the key support for the President including by not limited to managing team communications, planning meetings, travel, maintaining schedule and assist with processing paperwork. The EA needs to have excellent judgement, highly detail-oriented, skilled at synthesizing findings in clear, excellent client communication both verbal and written format, and a probing thinker and meticulous organizer. It is essential that the candidate be a team player who brings efficient and effective systems to increase the productivity of the organization. A self-starter who is able to work independently, the EA is also a collaborative team player who thrives in a challenging and fast-paced environment. The ideal candidate must be driven to do the best work of his/her life and focused on truly making a difference in the world. Candidates should possess a proven track record of trustworthiness and discretion interacting with confidential and other sensitive information; Bachelor's degree (preferred); at least 3-4 years of experience in a comparable position; passion for the pro-life cause; and ability to travel 1-2 times a month. Please submit a resume, cover letter and list of references to [prolifejob@gmail.com](mailto:prolifejob@gmail.com) with the job title "Executive Assistant to the President" in the subject line. Please include your position on abortion and any relevant pro-life activity or involvement (1 to 2 paragraphs) in your cover letter. Added 10/13/2015.

### **Students For Life of America – Appalachian Regional Coordinator (Nashville, TN or Lexington, KY)**

SFLA Regional Coordinators develop and improve the effectiveness of SFLA by working with pro-life campus groups, and encouraging student participation in the pro-life movement. A Regional Coordinator's work includes, but is not limited to, the development of new campus groups, improvement of existing groups, capturing of pro-life student contacts, and efforts to encourage member involvement in pro-life educational activities. We are looking for a person with campus pro-life experience, a passion for abolishing abortion and excellent leadership and entrepreneurial skills. The Appalachian Regional Coordinator will need to be based out of Nashville, TN or Lexington, KY areas to strategically reach this region.

Responsibilities include: create a vision for growth in his/her region; start at least 11 new, active pro-life groups per semester; improve the quality of the pro-life groups in his/her assigned region; coordinate pro-life students to organize student conferences, trainings, and activism; collect pro-life contacts; communicate with students and supporters via email, social media, phone and text; work with the SFLA Development Coordinator to fundraise \$5,000 of his/her salary in year 1 and \$7,500 in year two; regularly meet with local and regional pro-life organizations and others who support the mission to establish networks for work by SFLA and students; participate in weekly calls to report progress; and assist the President and Executive Vice President with special assignments. Submit resume and cover letter to Missy Stone via email at: [mstone@studentsforlife.org](mailto:mstone@studentsforlife.org). Added 10/13/2015.

### **Students For Life of America – Northern Regional Coordinator (Minneapolis, MN)**

SFLA Regional Coordinators develop and improve the effectiveness of SFLA by working with pro-life campus groups, and encouraging student participation in the pro-life movement. A Regional Coordinator's work includes, but is not limited to, the development of new campus groups, improvement of existing groups, capturing of pro-life student contacts, and efforts to encourage member involvement in pro-life educational activities. We are looking for a person with campus pro-life experience, a passion for abolishing abortion and excellent leadership and entrepreneurial skills. The Northern Regional Coordinator will need to be based out of the Minneapolis, MN area to strategically reach this region. Responsibilities include: create a vision for growth in his/her region; start at least 11 new, active pro-life groups per semester; post a bi-weekly blog about events and groups within his/her region; improve the quality of the pro-life groups in his/her assigned region; coordinate pro-life students to organize student conferences, trainings, and activism; collect pro-life contacts; communicate with students and supporters via email, social media, phone and text; work with the SFLA Development Coordinator to fundraise \$5,000 of his/her salary in year 1 and \$7,500 in year two; regularly meet with local and regional pro-life organizations and others who support the mission to establish networks for work by SFLA and students; participate in weekly calls to report progress; and assist the President and Executive Vice President with special assignments. Submit resume and cover letter to Missy Stone via email at: [mstone@studentsforlife.org](mailto:mstone@studentsforlife.org). Added 10/13/2015.

### **Alliance Defending Freedom – Administrative Assistant II (Strasbourg, France)**

Alliance Defending Freedom is seeking a highly professional and experienced Administrative Assistant II located in Strasbourg, France. As Administrative Assistant II, you will have at least 3-5 years of strong administrative and secretarial experience. Through your attention to detail, organizational and proven communication skills, you will support the Strasbourg Office with administrative and office management duties including preparing correspondence, proofreading and editing documents, maintaining files, coordinating meeting/travel arrangements, assisting in projects, processing expense reports and check requests, assisting in creating fiscal budgets, preparing monthly board summaries and reports, creating Power Point presentations, ordering and maintaining office supplies, data entry, and assisting Human Resources with the coordination of new Team Member hires. As a full-time Administrative Assistant II, you will be expected to occasionally put in the extra time it takes to help meet deadlines. Position specifications: excellent business professional French and English language skills, both verbal and written; excellent interpersonal skills; strong organizational and administrative skills; ability to professionally handle confidential information; ability to prioritize, multi-task and achieve deadline goals in a fast-paced environment; ability and willingness to learn and apply other software applications;



demonstrated ability to make sound decisions under demanding conditions; manage a variety of responsibilities and projects with a wide range of complexities and little supervision; and European Citizenship required. To apply, please visit <http://www.adflegal.org/about-us/careers/career-opportunities>. Added 10/9/2015.

#### **American Enterprise Institute – Education Law Research Associate**

The Education Policy Studies department at the American Enterprise Institute seeks a part-time research assistant for a special project funded by the Walton Foundation to examine teacher dismissal policies and practices in five U.S. cities. Hours for the position are flexible and will range from 20-40 hours per week. The primary responsibilities of this position are to conduct close analysis of detailed decisions produced by administrative hearing officers at the conclusion of due process proceedings for public school teachers, and to synthesize findings into clear written reports that are accessible to a non-expert audience. The research associate will get authorship credit in the series of high profile reports produced. (Please see <http://www.aei.org/publication/tenured-teacher-dismissal-in-new-york/> for an example of the reports this project will produce.) The ideal candidate has a strong interest in administrative law, regulations, and processes; an exceptional aptitude for nuanced legal and document analysis, including the ability to analyze and synthesize large amounts of narrative content; and good writing skills. Strong organization skills and the ability/desire to work very independently are also required. Qualified candidates should submit a resume, cover letter, and 500-word writing sample with their application. [https://aei-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&id=23&jobid=839&company\\_id=16410&version=2&source=ONLINE&JobOwner=992414&level=levelid1&levelid1=36306&startflag=2](https://aei-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&id=23&jobid=839&company_id=16410&version=2&source=ONLINE&JobOwner=992414&level=levelid1&levelid1=36306&startflag=2). Added 10/9/2015.

#### **Cato Institute – Fellow, Center for the Study of Science**

The Cato Institute is seeking applications for a full-time position as a Fellow in the Center for The Study of Science. Main duties will include analysis and communication of economic research relating to energy and energy regulatory policies. Those with expertise in public finance, energy economics, natural resource economics, environmental economics, applied microeconomics, or related fields will be strongly considered. The ideal candidate will hold a doctoral degree (or be ABD) in economics or natural resource economics and have a demonstrated record of excellent verbal and written communication. We are especially interested in individuals who would traditionally be seeking postdoctoral or tenure-track employment at a major university. We also welcome applications from more senior candidates who would be competitive at the Associate or Full Professor level. Compensation will be based upon experience, and will be competitive with major academic institutions. Qualified applicants should send resumes to: John Samples, Vice President and Publisher at [john.samples@gmail.com](mailto:john.samples@gmail.com). Added 10/9/2015.

#### **Cato Institute – Policy Analyst, Financial Markets Regulation, CMFA15-07**

The Cato Institute seeks a policy analyst to join its Center for Monetary and Financial Alternatives. The analyst will be expected to produce, solicit, edit, and promote original policy research on policy issues impacting America's financial markets. Primary focus will be the regulatory activities of the various financial market and banking regulators, including but not limited to the Securities and Exchange Commission, the Commodities Futures Trading Commission, the Federal Reserve, and Office of the Comptroller of the Currency. Potential research areas may include, but are not limited to: market microstructure and

fragmentation, investor and consumer disclosures, derivatives regulation, bank capital standards, and resolution of failing institutions. Position requirements include: superior research, writing, and communication skills; a Ph.D. in economics or finance, however, applicants with a M.S. in Finance or M.B.A. with exceptional work experience may be considered; a minimum of three years relevant work experience; and a commitment to limited government, constitutional principles, and individual liberty. Compensation will be commensurate with ability and experience. (Note: All candidates applying for this position must be eligible to work in the United States. Visa sponsorship is not available.) Qualified applicants should send a cover letter, résumé, references, and writing samples via email with the announcement number, CMFA15-07, in the subject line to:

Lydia Mashburn  
Manager, Center for Monetary and Financial Alternatives  
Cato Institute  
1000 Massachusetts Ave. NW  
Washington, DC 20001  
Email: [cmfa@cato.org](mailto:cmfa@cato.org)

Added 10/9/2015.

#### **American Enterprise Institute – Critical Threats Project Analyst-al Qaeda Team**

AEI's Critical Threats Project (CTP) provides the public and policymakers with comprehensive, unique, and objective tracking and analysis of the primary national security challenges faced by the United States. We are seeking an analyst to provide research, writing, and editing assistance to foreign policy scholars in support of this project. The primary area of focus for this position will be al Qaeda's affiliates in the Arabian Peninsula, East Africa, and the Maghreb and Sahel region, as well as other political and security issues in those regions. Other key responsibilities will include managing a small team of interns, assisting with the management of the project's database, and research and administrative support as required. The ideal candidate works well in a collaborative team environment and possesses excellent research, writing, and organizational skills. A demonstrated interest in foreign and defense policy and language proficiency in Arabic are required; experience in data analytics is preferred. AEI offers a stimulating and harmonious work environment and excellent benefits. Qualified applicants should submit an online application, complete with a resume, cover letter, transcripts, and 500-word writing sample on a topic related to the position. [https://aei-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&id=23&jobid=834&company\\_id=16410&version=2&source=ONLINE&JobOwner=992414&level=levelid1&levelid1=36306&startflag=2](https://aei-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&id=23&jobid=834&company_id=16410&version=2&source=ONLINE&JobOwner=992414&level=levelid1&levelid1=36306&startflag=2). Added 10/9/2015.

#### **Institute for Humane Studies – Executive Assistant to the President & CEO**

The Institute for Humane Studies (IHS) seeks an Executive Assistant to the President & CEO. We are looking for an experienced assistant who brings maturity, discernment, discretion, and a high level of professionalism to the executive office. Essential duties include: track and help prioritize workflow and manage calendar; act as intermediary with internal and external audiences; coordinate all travel arrangements; assist in preparation of materials for meetings, including preparing presentations for internal and external audiences; maintain and track correspondence and assist in execution of external communications; log relevant information into IHS database; schedule internal and external meetings; act as coordinator for VIP guests; manage expense reimbursements; and develop and implement process improvements, as



appropriate. Successful candidates will have 10+ years of relevant professional experience, demonstrated executive administrative experience in a fast-paced environment with competing priorities, excellent oral and written communication skills, demonstrated ability to work with confidential and sensitive information, high level of emotional intelligence to properly engage with a variety of professionals and able to navigate and negotiate positive outcomes, and demonstrated proficiency using Microsoft Office suite and databases. To apply, please visit

[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=1121001&B\\_ID=91&fid=1&Adid=0&ssbgcolor=FFFFFF&SearchScreenID=2322&CountryID=3&LanguageID=2](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=1121001&B_ID=91&fid=1&Adid=0&ssbgcolor=FFFFFF&SearchScreenID=2322&CountryID=3&LanguageID=2). Added 10/6/2015.

### **The Charles Koch Institute – Event Coordinator**

The Charles Koch Institute seeks an Event Coordinator to join its dynamic Events team. This individual will plan, execute, and evaluate meetings, conferences, and special events for a variety of teams to advance the Institute's mission as an educational organization. The ideal candidate will be excited to work in a collaborative team environment and contribute creative ideas that improve the quality of each event. Duties and responsibilities include planning, executing, and evaluating meetings, conferences and special events, including researching and selecting venues, coordinating with vendors, managing contracts, communicating with attendees, hosting VIPs and writing post-event reports; helping develop and maintain standard operating procedures for events to help the Institute maintain a high level of service and event quality; and contributing to the development and training of junior staff. Previous management experience or interest in supervising is desired. Ideal candidates will have 4-6 years of relevant experience working in event or meeting planning, hospitality, or related field preferred; CMP designation a plus, a commitment to achieving designation desired; ability and interest to travel as needed; strong customer service focus; ability to work well under pressure and adapt to change; ability to work on multiple projects at once and keep track of multiple priorities; entrepreneurial spirit, humility, high sense of urgency, and a passion for economic freedom; and a capacity to work flexible hours and limited weekends. Please apply at:

<http://careers.charleskochinstitute.org/CareerDetailCKI?id=a1PC0000001O9MKMA0> Only applications submitted online will be considered. Added 10/6/2015.

### **Institute for Human Studies – Academic Networks Assistant**

Are you a recent grad with keen attention to detail and an interest in keeping up with liberty advancing scholarship? This is a unique opportunity for an entry-level candidate to help the next generation of classical liberal scholars take their place in the academy. The ideal candidate has at least a bachelor's degree in the humanities or social sciences, a basic understanding of academia, and the ability to comprehend and evaluate academic research. Responsibilities include: managing the daily administration of the Academic Networks department funding programs for graduate students; monitoring department inboxes and answering queries from students and participants of the departmental programs; maintaining and checking data quality on all funded students; supporting other Academic Networks programs and initiatives as necessary. IHS provides exceptional benefits to all individual employees, including health and dental insurance coverage (which includes paying 100 percent of the health insurance premium and tax-free reimbursement of all deductible expenses, and paying 100 percent of the dental insurance premium). IHS also provides all employees with flexible spending accounts, long-term disability and life insurance, a 403(b) retirement savings program, a parking permit, and 12 credit hours per year at George Mason

University (GMU). To apply, please visit [https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=1130146&B\\_ID=91&fid=1&Adid=0&ssbgcolor=FFFFFF&SearchScreenID=2322&CountryID=3&LanguageID=2](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=1130146&B_ID=91&fid=1&Adid=0&ssbgcolor=FFFFFF&SearchScreenID=2322&CountryID=3&LanguageID=2). Added 10/6/2015.

### **George W. Bush Presidential Center – Manager, Human Freedom (Dallas, Texas)**

The Manager, Human Freedom, is primarily responsible for program development and implementation of the Liberty and Leadership Forum. The Manager may support other program and policy initiatives that advance the department's mission to develop future leaders in emerging democracies and advocate for U.S. leadership and engagement to increase freedom in the world. The Liberty and Leadership Forum equips young leaders with the knowledge and skills they need to lead during a democratic transition. The program uses a curriculum focused on the principles of liberal democracy and economic freedom, lessons from other democratic transitions, and practical leadership skills. Cohorts 1 and 2 engage young leaders from Burma (Myanmar), though the program is not exclusive to the country or region. Specific responsibilities include but may not be limited to: working collaboratively with the Director, Human Freedom, and other team members to support a positive and productive work environment; supporting implementation of the Human Freedom strategy and achievement of program goals and outcomes, both for the Liberty and Leadership Forum and other program and policy initiatives that may arise; supporting overall program design for the Liberty and Leadership Forum, including curriculum development & adaptation and the creation of new alumni programming; managing planning and logistics for trainings conducted at the Bush Center in Dallas and in countries of focus, currently Burma (Myanmar); coordinating the work of instructors, advisors, and other consultants; and managing the Liberty and Leadership Forum annual budget. The qualified applicant will possess a Bachelor's degree in an applicable field (graduate degree preferred) and a minimum of 5 years of experience in nonprofit work, consulting, or similar; democracy promotion, human rights, foreign policy, or related fields preferred. For a full description and to apply, please visit

[https://career4.successfactors.com/career?\\_s.crb=3VfHhBALVA5x3abzkvkg7OgHiCY%253d](https://career4.successfactors.com/career?_s.crb=3VfHhBALVA5x3abzkvkg7OgHiCY%253d). Added 10/6/2015.

### **The Network of Enlightened Women – Programs and Development Assistant**

Responsibilities include assisting staff on events, campus chapters, and development research. The Programs and Development Assistant will work on advancing our internal and external communications and systems. The person in this position will also assist the President on various research projects. The ideal candidate will have a bachelor's degree and 0-2 years of professional experience in an office environment; possess excellent communication skills with external audiences as well as internal audiences; have a positive attitude; be a highly motivated self-starter; have a strong work ethic and be willing to work in a fast-paced environment; exceptional organization skills and attention to detail; demonstrate personal responsibility, accountability, honesty, and superb organization skills; have experience with social media; possess strong Microsoft office, Photoshop, and InDesign skills or be willing to learn; desire to stay with the same organization for a significant amount of time is a plus; and demonstrate an understanding of and absolute commitment to the mission of NeW. Interested candidates should submit in one pdf document a resume, a list of three references, and a cover letter detailing your philosophical interest in the organization and how your background matches the responsibilities. This is a DC-based position. Please submit to [NeW@enlightenedwomen.org](mailto:NeW@enlightenedwomen.org). Added 10/2/2015.

### **Mercatus Center – Vice President for Policy Research**

The Vice President for Policy Research is responsible for leading the Mercatus Center's policy research. This position is expected to lead a growing public policy research team, including economists, legal scholars, policy analysts, research editors, program directors and managers, and other staff as well as work with researchers to develop policy research portfolios and coordinate between different research projects. The Vice President will ensure that all research publications meet the highest academic standards by overseeing peer review and internal review processes and evaluating all research prior to publication. Other responsibilities include: working with the Mercatus Center's communications, media, and outreach teams to ensure that research is effectively promoted; effectively serve as a bridge between researchers and policy professionals so that Mercatus research is informed by and addresses real world problems; working with the Director of Policy Research Operations to ensure that quality research is undertaken and published in a timely fashion; developing and overseeing Mercatus's policy research budget, staffing, and strategies and provide regular updates and reporting; and helping identify and recruit new top-notch scholars, managers, and program staff. Qualified candidates will have 10+ years of experience in academia, public policy, and/or related fields and a PhD in economics or a related discipline (preferred), or an advanced degree combined with significant research experience in a related field (including law). For a full description and to apply, please visit <http://mercatus.org/job-postings>. Added 9/29/2015.

### **Alliance Defending Freedom – Receptionist**

Alliance Defending Freedom is seeking a highly capable Receptionist located in our Washington DC office. You will be responsible for day-to-day reception and facilities tasks at the direction of the Facilities Administrator. You will function as the first point of contact for visitors, guests, and vendors of the DC office. You will be responsible for shipping, receiving, and assisting the team with any incoming or outgoing mail distribution, inventory and organization of supply and storage areas, as well as, small office furniture moves and any other office service duties as required. Position specifications: H.S. Diploma, some college preferable; strong proficiency with Microsoft software including Word, Excel, Outlook, Some experience in Access, PowerPoint, Project and Visio, with the ability to be trained; familiarity with office equipment (copiers, fax, printers) desirable; basic knowledge of building trades and general maintenance procedures including basic carpentry, plumbing repairs, bulb, ceiling tile replacement, office furniture build outs and determining when outside trades are required; and familiarity with USPS requirements, overnight shipping services and use of postal metering equipment. For a full description and to apply, please visit <http://www.adflegal.org/about-us/careers/career-opportunities>. Added 9/29/2015.

### **Libertarian Christian Institute – CEO**

The Libertarian Christian Institute (LCI) is a 501(c)(3) nonprofit organization that seeks to promote research on and build a community around libertarianism as the political philosophy of Christianity. As a brand new organization, LCI seeks an individual to take ownership of taking turning the potential of this organization into a reality. Reporting directly to the Board of Directors, the CEO will be responsible for LCI doing the most it can to achieve the organization's mission. In other words: The CEO will be expected to do it all. Specific responsibilities include raising money to support LCI's activities, search for, hire, and develop a team of staff and/or volunteers to grow LCI, organize the annual Christians For

Liberty Conference, manage and develop leaders for LCI's meetup group program, manage a steady flow of content on LCI's website and social media outlets, and work with LCI's Board and volunteers to develop new programs to advance LCI's mission and execute them in such a way as to achieve the greatest impact possible. Qualified candidates will hold a Bachelor's degree (minimum), strong written and verbal communication skills, proven ability to develop in-depth plans and execute them successfully, clear and powerful vision for the future of LCI that aligns with the vision of LCI's Board of Directors, willingness to work well over 40 hour weeks to build LCI as an organization, previous fundraising experience (preferable), previous management experience (preferable), and demonstrated participation in their local church congregation. Salary for this position is DOE and will be discussed with individual candidates. Two caveats: (1) We seek someone who sees compensation for this work beyond salary. (2) The ability to compensate the CEO will depend largely upon the CEO's ability to grow the organization. This is a full-time position. LCI has no office, so the organization is willing to discuss the location of the job with individual candidates. To apply, please email your cover letter and resume to [norman@libertarianchristians.com](mailto:norman@libertarianchristians.com). Letters of reference will be requested following initial screening. Added 9/25/2015.

### **Foundation for Government Accountability – Legislative Relations Director (Naples, FL or Virtual Office)**

FGA works with state leaders across the nation to advance positive health care and welfare reforms, and to stop policies that grow the welfare state at the expense of families and taxpayers. The Legislative Relations Director will play an integral role on FGA's legislative relations team, helping to design and execute state-specific educational campaigns to achieve our policy goals. He or she will be tasked with building relationships with key decision-makers and executing state level action plans, coordinating both internal and external resources to advance FGA's policy goals. Specific responsibilities include: building and managing relationships with legislators and legislative staff, turning FGA research into legislative-focused communications (emails, talking points, op- eds, etc.), understanding the policy and political lay of the land in high-priority states, and coordinating tactics on the ground in the states, working with FGA senior fellows, local vendors and the various FGA departments. Candidates must have experience in working with state legislators and/or state agencies and agree wholeheartedly with FGA's mission. To learn more and apply, please visit <http://thefga.org/press/were-hiring-legislative-relations-director/>. Added 9/25/15.

### **The Hoover Institution – External Affairs Manager**

The External Affairs Manager reports to the Director of Programs, Washington, D.C. and works closely with Hoover fellowship on both day-to-day tasks and long-term strategic planning. In this capacity, the Manager will be responsible for outreach and serving as a liaison to Capitol Hill, federal agencies, area think tanks and other organizations. The Manager must be a self-starter and strategic thinker with strong government relations experience and excellent interpersonal communication skills to interact effectively with a wide range of audiences (e.g. U.S. government officials, Hoover fellows, donors, and university-wide offices). Working in a satellite office, they must be able to attain a comprehensive understanding of the priorities and goals of the organization in order to work independently on special projects and initiatives. The successful candidate possesses an aptitude for and interest in communicating research and its practical applications to policy makers, thought leaders, and others active in formulating public policy. Hoover is a private, not-for-profit research institution that examines public policy issues from an academic perspective and does not engage in lobbying. Minimum requirements include a Bachelor's

degree and five years of relevant experience or combination of education and relevant experience; excellent written communication skills, reporting skills, and advanced skills in conceptual editing, copy editing, and proof reading; capacity to write and synthesize materials and communicate information in a manner easily understood. For a full description and to apply, please visit

<https://stanford.taleo.net/careersection/2/jobdetail.ftl?job=68444&lang=en> Added 9/25/2015.

**Turning Point USA – Field Directors (CO, FL, ID, IL, IN, MD, MO, NV, NH, NC, OH, OK, PA, SC, TX, VA, WA, DC, & WI)**

Turning Point USA is a 501(c)(3) nonprofit organization dedicated to educating students about the importance of fiscal responsibility, free markets, and limited government. With a presence on over 1,000 college campuses in all fifty states, Turning Point USA is the fastest growing student organization in the country. TPUSA's primary focus is to identify, educate, train, and empower student activists to stand up for their values on their high school and college campuses. Turning Point USA is seeking a passionate, enthusiastic individual to serve as a Field Director. Field Directors work with Turning Point USA student groups and student activists to organize daily campus activism initiatives, launch new TPUSA chapters, recruit new members for the organization, and plan campus events and voter registration drives. Field Directors are also responsible for organizing data, conducting outreach to prospective members and activists, giving oral presentations, representing the organization at events and conferences, developing new activism plans, and networking on behalf of the organization. The majority of the job is working on college campuses with student activists and leaders, but everyday on the job is different. Applicants must be driven, hardworking, and passionate about advancing conservative ideas on campuses. Field Directors are required to have a valid driver's license, a reliable mode of transportation, and proof of insurance. Field Directors are also required to pass a background check. Please submit a resume and a cover letter to Crystal Clanton, National Field Director, at [crystal.clanton@turningpointusa.net](mailto:crystal.clanton@turningpointusa.net). Added 9/25/2015.

**The John W. Pope Center for Higher Education Policy – Policy Associate (North Carolina)**

The John W. Pope Center for Higher Education Policy is a nonprofit institute dedicated to improving higher education in North Carolina and the nation. Our work focuses primarily on state and local solutions to higher education problems. A Policy Associate at the Pope Center is responsible for articulating the organization's positions through writing, reporting, and research. This is a writing intensive position. The Policy Associate will report to the Director of Policy Analysis. The ideal candidate will have research and writing experience and an interest in promoting free market higher education reforms. Responsibilities are to write articles and blog posts on higher education topics; conduct research, analysis, and data collection on federal, state, and local higher education issues; and update content on the Pope Center's website. Qualified candidates will have 1-3 years' experience in policy, government, or journalism; exceptional verbal, written, and interpersonal communication skills; be organized, creative, adaptable, and detail-oriented, with the discipline to work to deadlines; familiarity with Classical Liberal principles and the institutions that underlie economic prosperity and freedom of action and conscience; and bachelor's degree (preferred). This full-time, exempt position includes: employer-funded health insurance and the opportunity to participate in the Pope Center's Simple IRA retirement program. Please submit resume, cover letter and desired salary to Jenna Robinson at [jarobinson@popecenter.org](mailto:jarobinson@popecenter.org). Writing samples will be requested. Added 9/18/2015.

**John W. Pope Center for Higher Education Policy – Policy Associate (North Carolina)**



A Policy Associate at the Pope Center is responsible for articulating the organization's positions through writing, reporting, and research. This is a writing intensive position. The Policy Associate will report to the Director of Policy Analysis. The ideal candidate will have research and writing experience and an interest in promoting free market higher education reforms. Responsibilities: write articles and blog posts on higher education topics, conduct research, analysis, and data collection on federal, state, and local higher education issues, and update content on the Pope Center's website. Qualifications: 1-3 years' experience in policy, government, or journalism, familiarity with Classical Liberal principles and the institutions that underlie economic prosperity and freedom of action and conscience, and Bachelor's degree preferred. This full-time, exempt position includes: employer-funded health insurance and the opportunity to participate in the Pope Center's Simple IRA retirement program. Please submit resume, cover letter and desired salary to Jenna Robinson at [jarobinson@popecenter.org](mailto:jarobinson@popecenter.org). Writing samples will be requested. Added 9/15/15.

### **Center for Worker Freedom – Athena Worker Freedom Fellowship**

Recent college graduates: Full-time, paid fellowship at Americans for Tax Reform's Washington DC offices. Duties include research, data analysis, web content creation and management, social media, event coordination, and grass roots outreach. Publication opportunities with national outlets. Direct resumes and cover letter to: Matt Patterson, Executive Director, Center for Worker Freedom, Americans for Tax Reform. [Mpatterson@atr.org](mailto:Mpatterson@atr.org). Added 9/11/15.

### **American Enterprise Institute – Research Assistant, Education Policy Studies (Part-Time)**

The Education Policy Studies department at the American Enterprise Institute seeks a part-time research assistant for a special project funded by the Walton Foundation to examine teacher dismissal policies and practices in five U.S. cities. The primary responsibilities of this position are to conduct close analysis of detailed decisions produced by administrative hearing officers at the conclusion of due process proceedings for public school teachers, and to synthesize findings into clear written reports that are accessible to a non-expert audience. (Please see <http://www.aei.org/publication/tenured-teacher-dismissal-in-new-york/> for an example of the reports this project will produce.) The ideal candidate has a strong interest in administrative law, regulations, and processes; an exceptional aptitude for nuanced legal and document analysis, including the ability to analyze and synthesize large amounts of narrative content; and good writing skills. Strong organization skills and the ability/desire to work very independently are also required. To learn more and apply, please visit <https://aeijobs.silkroad.com/>. Added 9/11/15.

### **Mercatus Center – Vice President for Policy Research**

The Vice President for Policy Research will lead a growing public policy research team, including economists, legal scholars, policy analysts, research editors, program directors and managers, and other staff. Work with researchers to develop policy research portfolios and coordinate between different research projects, ensure that all research publications meet the highest academic standards by overseeing peer review and internal review processes and evaluating all research prior to publication, work with the Mercatus Center's communications, media, and outreach teams to ensure that research is effectively promoted, and effectively serve as a bridge between researchers and policy professionals so that Mercatus research is informed by and addresses real world problems. Required: 10+ years of

experience in academia, public policy, and/or related fields, PhD in economics or a related discipline (preferred), or an advanced degree combined with significant research experience in a related field (including law) and a desire to connect cutting edge research with today's public policy challenges, an understanding of past Mercatus research, and proven effective leadership experience managing projects, researchers, and staff. To learn more and apply, please visit <http://mercatus.org/job-postings>. Added 9/8/15.

#### **Institute for Justice – Assistant Director, Clinic on Entrepreneurship (Chicago)**

The Institute for Justice, the national law firm for liberty, is seeking an Assistant Director at its Clinic on Entrepreneurship at The University of Chicago Law School's Kane Center for Clinical Legal Education. The Assistant Director will co-teach a seminar on Entrepreneurship & The Law and will participate in the peerless intellectual community at the Law School. The Assistant Director will also be a key player in the IJ Clinic's strategic planning, outreach, research, and activism to support lower-income entrepreneurs as they build businesses and neighborhoods. Selection of the Assistant Director is contingent upon the approval of the University of Chicago Law School and the Office of the Provost. The Assistant Director must be a licensed attorney with 3+ years of experience in a general business or transactional law practice, who has demonstrated acumen in contract drafting, negotiation, and counseling clients on business planning. A strong academic background, along with a passion for teaching, entrepreneurship and the law, is required. A commitment to public interest work and a facility for working with culturally and economically diverse groups are also necessary. Admission to the Illinois bar and a background in legislative drafting, lobbying, community organizing, land use law, tax, accounting, or start-up financing are pluses. To learn more and apply, please visit <https://www.ij.org/jobs?p=job%2FomAI1fw>. Added 9/8/15.

#### **George W. Bush Institute – Manager, Veteran Transition Policy and Research (Dallas)**

The Military Service Initiative (MSI) Program Manager for Veteran Transition Policy and Research will serve as an expert on transition issues, and leverage existing and original research, to develop, write and promulgate Bush Institute policy on veteran transitions in six key issue areas. Reporting to the Director, MSI, this position will work with multiple parties to develop, implement and execute a variety of policy programs, research requirements, conferences, and other events and activities. Duties and responsibilities will include: conducting and/or overseeing original research on post-9/11 veteran transition issues in addition to providing supervision and oversight for related research, policy products, position papers, and oversight to associated fellows, consultants and contracts for MSI research, validating and spotlighting national leading veteran transition research by other thought leaders, writing and editing associated transition research products, writing and promulgating veteran transition policy for the private and non-profit sector, and managing research and policy development for wellness issues in regards to Post Traumatic Stress and Traumatic Brain Injuries. The qualified applicant will possess a Bachelor's degree; preferably an advanced degree, minimum of five years of professional experience, strong research, strategic planning, and writing skills, and a demonstrable knowledge and understanding of post-9/11 veteran transition and reintegration issues is preferred. To learn more and apply, please visit <https://career4.successfactors.com/career?company=georgewbush>. Added 9/8/15.

#### **Illinois Policy Institute – Director of Budget/Tax Policy (Chicago or Springfield, IL)**



The Illinois Policy Institute seeks a Director of Budget/Tax Policy with excellent communication skills to inspire changes in hearts, minds and laws that will promote personal freedom and prosperity in Illinois and America. The ideal candidate for this role will have a sincere interest in dissecting the Illinois state budget and/or the Chicago municipal budgets line by line and making recommendations to lead Illinois to better fiscal health, as well as communicating complex fiscal issues to a lay audience in a compelling manner. Key job responsibilities include: developing an expertise in budget and finance issues in Illinois, writing policy studies, issue briefs and commentaries related to state and local government tax revenue and program expenditures, identifying liberty-oriented solutions to Illinois' urgent fiscal problems, and testifying before the Illinois General Assembly and municipal boards. The ideal candidate for the role will have a degree in finance, economics, public policy, public administration or related field preferred; graduate degree a plus but not required, 3+ years of experience working in a state and/or local government agency, governor's budget office, consultancy, think tank, rating agency, company or other applicable position, in-depth experience dissecting budgets (federal-level experience will suffice; state-level and city-level experience preferred), firm grounding in free-market economics, and superb storytelling, communication and debate skills. To learn more and apply, please visit <http://talentmarket.org/budgettax-ipi/#more-5147>. Added 9/8/15.

#### **Cato Institute – Visiting Fellow in Economic Studies**

The Cato Institute is seeking applications for a Visiting Fellow position in economics and related social sciences located in DC. Ideal candidates include individuals who would traditionally seek postdoctoral or tenure-track employment at major universities, as well as more senior candidates on leave or sabbatical from academic appointments. The Visiting Fellow will produce policy analyses, write blog posts and op-eds, and interact with the media. Candidate must hold a doctoral degree, or be ABD, in economics or related fields. Compensation will be based on experience and be competitive with major academic institutions. Fellowships can last a semester, academic year, calendar year, or summer. Qualified applicants should send resumes to: Jeffrey Miron, Director of Economic Studies at [jmiron@cato.org](mailto:jmiron@cato.org). Added 9/4/15.

#### **Bill of Rights Institute – Director of Student Programs**

The Bill of Rights Institute (BRI) engages, educates, and empowers individuals with a passion for the freedom and opportunity that exist in a free society. BRI's goal is to help the next generation understand the freedom & opportunity the Constitution offers. To that end, BRI is looking for an entrepreneurial candidate who can advance its mission by driving growth in the Institute's middle and high school student programs. Responsibilities include: develop a strategy for and oversee the Institute's student programs, creating compelling content that engages the interest and fires the imagination of the next generation, develop and execute a plan to aggressively expand the Institute's presence among middle and high school students in traditional public, charter, independent, and home schools, build relationships with key partners to grow the opportunities available to students and Institute alumni. Track these relationships to ensure that long-term partnerships are beneficial for the Institute and the coalition partner. Bachelor's degree and 4-7 years of experience including project and personnel management with proven results reflecting program growth as a result of strategic direction required. To learn more and apply, please visit <http://talentmarket.org/dir-bri/>. Added 9/4/15.

#### **Mackinac Center – Director of Education Policy (Midland, MI or Virtual Office)**

The Mackinac Center for Public Policy, a Michigan-based public policy research and educational institute, is seeking a Director of Education Policy to help improve the quality of elementary and secondary education in Michigan. This full-time position involves researching, developing, and promoting reforms that 1) free public schools from needless state and federal government bureaucracy; 2) foster respect for the teaching profession; 3) create greater incentives for schools to respect parents and students as customers; 4) create greater incentives for continuous quality improvement, parental involvement, and efficient use of resources; 5) explore how educational choice can provide greater access to a quality education for all families, especially those in lower socioeconomic levels. 5+ years of experience in teaching, school administration, education policy or related areas required. To learn more and apply, please visit <http://talentmarket.org/ed-mackinac/>. Added 9/4/15.

### **Institute for Humane Studies – On-Campus Education Assistant (Student Programs)**

Promote the ideas of liberty across college campuses! The Institute for Humane Studies (IHS) has an exciting opportunity supporting the On Campus Education team. This role will be an integral part of developing and executing the ambitious growth that IHS is pursuing in its student programs. Key responsibilities for the role may include, but may not be limited to: establishing and maintaining relationships with student groups and clubs; consulting with students and faculty to develop program curriculum; creating and distributing materials to campus groups (books, flyers, activity kits, etc.); maintaining cost effectiveness by tracking expense and budget information; collecting and measuring effectiveness for on-going programs; engaging intellectually with participants and curriculum at seminars and conferences; staffing on-site programming at several weekend conferences and summer seminars; providing administrative assistance to the On Campus Education team; this is an entry-level position, though candidates with prior experience in student organizing, program coordination, or event planning are preferred. The ideal candidate will have prior experience managing projects that demonstrate unwavering attention to detail and the ability to drive timelines. Candidates should possess a strong understanding of and passion for classical liberal principles (individual rights, free markets, limited government, voluntarism, and peace). This role will have substantial interaction with both internal and external stakeholders, so strong communication (both written and oral) and interpersonal skills are essential. This position will be located at our office in Arlington, VA, and will travel to domestic college campuses throughout the year. The salary is competitive and will be commensurate with experience. IHS is a flexible, professional, open office environment that encourages innovation and entrepreneurship and provides substantial opportunity for professional, personal, and intellectual growth. To Apply: Qualified candidates should submit the following application materials: Resume, cover letter detailing: your interest in this position; a compelling case about why the mission of IHS resonates with you. Please visit: [https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=1095971&B\\_ID=91&fid=1&Adid=0&ssbgcolor=FFFFFF&SearchScreenID=2322&CountryID=3&LanguageID=2](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=1095971&B_ID=91&fid=1&Adid=0&ssbgcolor=FFFFFF&SearchScreenID=2322&CountryID=3&LanguageID=2) Added 9/1/15.

### **American Legislative Exchange Council – Events Coordinator**

The American Legislative Exchange Council (ALEC), the nation's largest nonpartisan, individual membership association of state legislators, is seeking to hire a full-time Event Coordinator. ALEC is looking for candidates with two to three years event/meeting planning experience. Qualified candidates will be responsible for assisting with all logistical aspects for ALEC Annual Meetings, States & Nation Policy Summits, Spring Task Force Summit

Meetings, National Board meetings, Academics and ALEC events both in-house and off-site. The ideal candidate will have a strong customer service background and a commitment to working as part of a team. Candidates must demonstrate a strong commitment to ALEC mission of promoting the Jeffersonian principles of limited government, free markets and federalism. Educational Requirements: Bachelor Degree. Some travel is required (15%). Start date: Immediate. E-mail a resume and a cover letter to Genneya Briscoe at [gbriscoe@alec.org](mailto:gbriscoe@alec.org). No phone calls, please.

### **Leadership Institute – Event Coordinator**

As Events Coordinator you will have a wide range of administrative duties that will support operations management, meeting logistics, data management, program operations, and hospitality. A very motivated and self-starting individual is sought that has strong organizational and interpersonal skills with the ability to juggle multiple competing priorities. Events Coordinator Job Responsibilities: facilitate LI's in-house training programs; assist with the planning and material preparation for meetings and events, both internal and external; maintain relationships with partner organizations and vendors; provide support with internal and external promotion of events. To apply, please send a cover letter and resume to Deirdre Hackleman at [DHackleman@LeadershipInstitute.org](mailto:DHackleman@LeadershipInstitute.org).

### **International Christian Concern – Regional Manager**

International Christian Concern (ICC) is a Washington DC area nonprofit (501 c3) devoted to providing assistance, advocacy, and awareness for the worldwide persecuted Christian Church. ICC is hiring a Regional Manager for East/Southeast Asia based at our Washington DC-area headquarters. Duties and Responsibilities: The big picture is that you will be serving the victims of persecution in East and Southeast Asia for ICC by reporting on Christians (and churches) which have been attacked and assisting them after attacks. The job doesn't end there though because we not only bandage, but we also build the Church. You will be helping to build the Church in the toughest parts of the world by working with pastors and church planters. You will be working in China, Vietnam, Laos, North Korea, and Indonesia. Responsibilities include: international travel to your region two to three times per year to monitor persecution, meet with victims, and to initiate and monitor projects as well as meet with in-country staff and representatives. Initiate, manage, and report on projects that are either "bandaging" or building the Church in your region. Find and develop in-country partners and staff. Participate in media interviews to highlight the needs of the persecuted. Daily monitor and post persecution news on our website. Write news releases and stories about the persecuted. Salary is offered at \$35,000 (new graduates) to \$60,000/year, dependent on skills and experience. ICC's group hospitalization and dental benefits plan after the initial two calendar months of employment. Generous vacation schedule. TO APPLY: Send your cover letter, résumé, and contact information for three references to [jobs@persecution.org](mailto:jobs@persecution.org). Please do not call ICC. Qualifying applicants will be contacted.

### **Alexander Hamilton Society – Executive Director**

The Alexander Hamilton Society (AHS) is seeking a new Executive Director to lead the organization. Founded in 2010, AHS is an independent, non-partisan, not-for-profit organization dedicated to promoting constructive debate on basic principles and contemporary issues in foreign, economic, and national security policy. A Statement of Principles that animates AHS as an enterprise can be found at [www.hamsoc.org](http://www.hamsoc.org). AHS is a membership organization—not a think tank or an advocacy group. Seeking to build a national

network of outstanding students, faculty, and professionals, we sponsor debates at colleges and universities, as well as in major cities, and provide other opportunities for our members to flourish intellectually and professionally. Many members of AHS are current and future leaders in the areas of foreign, economic, and national security policy. The ideal candidate will have strong experience in foreign and national security policy at a think tank or other not-for-profit, in government, in academia, or in the private sector. Leading candidates will also have experience and an interest in fundraising campaigns and experience managing substantive programmatic offerings. The executive director will be responsible for: fashioning and executing a fundraising strategy, in addition to maintaining the organization's existing network of financial support; leading the organization as it grows and builds additional programming—AHS currently has over 50 chapters at universities and in cities around the country; providing strategic leadership to build relationships and partnerships with related organizations and universities and to undertake new strategic initiatives; spearheading strategic communications with AHS members, supporters and potential supporters, media outlets, policy professionals in congress, federal agencies and the executive branch, and the business community. Minimum requirements include a master's degree or equivalent, at least 6-8 years of related professional experience, strong communication and leadership skills, and a desire and demonstrated ability to lead a foreign policy organization. To apply, please e-mail your cover letter and resume to Michael Mazza ([mazza@hamsoc.org](mailto:mazza@hamsoc.org)). Added 8/14/15.

#### **Wisconsin Institute for Law & Liberty – Education Research Director**

The Wisconsin Institute for Law & Liberty (WILL) is a law and policy center devoted to advancing the public interest in constitutionally limited government, individual liberty, free markets and a robust civil society. It has an education reform initiative that, among other things, promotes school choice, high quality schools, and disrupting the educational status quo through litigation, policy reports and research, and public advocacy. WILL is seeking a fulltime Education Research Director to expand its efforts in the policy arena. The position will require timely and targeted research in support of education reform, including enhanced parental choice, flexibility and innovation in the delivery of educational services, and the promotion of higher standards. The Education Research Director will author and co-author policy reports and briefs which will be distributed statewide – and, at times, nationally – to education reform advocates, stakeholders, and policymakers. He or she will also engage in efforts to educate the public on policy issues by writing and placing op-eds and writing blog posts for WILL's web site. Graduate training – Masters or Ph.D. – in statistics and either education policy, economics, or other social sciences is required. He or she must be able to collect, analyze, and draw conclusions from data. A background in research methodology and econometrics is strongly desirable. A familiarity with – or the ability to become familiar with – the relevant literature on education reform and school finance is helpful. The salary is competitive and includes a full complement of benefits. Interested parties should send a cover letter, CV, three references and writing sample to Stacy Stueck, Executive Director, Wisconsin Institute for Law & Liberty, 1139 E. Knapp Street, Milwaukee, WI, 53202 or to [stacy@will-law.org](mailto:stacy@will-law.org). Added 8/14/15.

#### **Institute of World Politics – Chief Financial Officer**

The Chief Financial Officer is responsible for the management of all financial functions at the school including accounting, budget development, cash flow and investments, and financial statements. Responsibilities also include the supervision of the Financial Aid Office and Business Office. The Director of Financial Operations/CFO also provides input and guidance to the Finance Committee and the Audit Committee of the Board of Trustees. Job Duties:

working with the management team to develop and monitor the annual budget for IWP including monthly review of actual to budget for variance reporting; develop and institute accounting policies and procedures to ensure internal controls are implemented and executed properly; supervise and execute all accounting procedures for the day to day operations including Accounts Receivable and Accounts Payable; maintain and process payroll, tax filings and W-2, 1098T and 1099 reporting and filing; actively monitor and reconcile all bank and investment accounts, manage and maintain active cash flow reporting; prepare timely and accurate financial statements monthly and annually; supervise and monitor student accounts, invoicing, payments and collections; prepare necessary materials and supervise the audit process with external auditors and the Audit Committee; responsible for the IRS Form 990 and other compliance reporting as required by law; supervise the Financial Aid Office in regards to all Title IV funding; maintain and oversee database for Accounting, Intacct, and students accounts, EMPOWER. Requirements: BS/BA in Accounting. A CPA or CGMA is desirable. Minimum of 6 years experience in public or nonprofit sector with direct financial reporting and functional management responsibility. Highly developed communication skills as well as ability to work with diverse group of professionals in financial matters. Strong commitment to advancing the mission of the organization. To apply, please send material to Noah Rudolph, Executive Vice President: [nrudolph@iwp.edu](mailto:nrudolph@iwp.edu). Add 8/11/15.

### **Intercollegiate Studies Institute – Regional Director, Student Programs and Outreach**

The Regional Director manages a caseload of student leaders at targeted schools in their region. They work as a member of the student programs and outreach team (currently a 5-person team) responsible for establishing and implementing measurable annual recruitment goals, objectives, and priorities for ISI. This position will manage a regional caseload of existing ISI student leaders at targeted universities in the assigned region with a specific goal of helping ISI establish on-going funded ISI Student Societies at each target school in the next 5 years; work with the Director of Events to plan and execute regional student conferences, summer schools, and on-campus lectures/debates to cultivate and educate student leaders and key professors; maintain regular contact with ISI students in the region, alerting them to the many opportunities and events made available by ISI. B.A./B.S. required. For a list of further qualifications, full description, and to apply, please visit <https://home.isi.org/careers/65848>. Added 8/7/15.

### **The Pinkston Group – Account Coordinator**

The Pinkston Group is seeking an account coordinator to execute media strategies for corporate, non-profit, and/or political clients. Account coordinators report to account executives and Pinkston Group partners to support implementation of public relations campaigns. The primary responsibility of an account coordinator is to conduct media outreach and earn placements in print, online and broadcast outlets. Sales-minded, results-driven individuals who are excited to represent a diverse client base do well here. The ideal candidate has experience pitching the media, and PR agency experience is highly valued. Other related experience such as sales, door-to-door campaign and/or GOTV calling is a plus. Candidates should have an undergraduate degree in public relations, communications, marketing, journalism or related field; and/or one to two years of experience pitching the media. This is an entry- to junior-level position with salary negotiable based on experience. We offer a rewarding work environment and a competitive benefits package. Please send cover letter, resume, salary requirements, and any writing samples you wish to include to [resumes@pinkstongroup.com](mailto:resumes@pinkstongroup.com) with “Account Coordinator” in the subject line. For a complete

list of qualifications, full description, and to apply, please visit <http://pinkstongroup.com/careers/account-coordinator>. Added 8/7/15.

### **The American Enterprise Institute – Resident Scholar, Economic Policy**

American Enterprise Institute is a private, non-partisan, 501(c)(3) organization committed to free markets, public engagement, and academic freedom. AEI scholars often take differing positions on policy issues, making AEI a place of vibrant and informed debate. AEI seeks scholars with at least five years of post-Ph.D. experience in all fields of economics and finance that have domestic public policy applications. Candidates should have an established research agenda in an area related to public policy with supporting publications in respected academic journals, excellent communication skills, and a strong desire to influence thinking on important policy issues. This is a full-time appointment with competitive salary and benefits. AEI scholars pursue their own research agenda. They are expected to produce high-quality academic research suitable for publication in respected journals as well as policy studies and economic analysis targeted for publication in general interest media and AEI's many in-house publications. Scholars are expected to communicate their research and its policy implications, in writing and orally, to journalists, policymakers, and the general public. AEI scholars are often called upon to provide Congressional testimony. Applicants must submit a cover letter, CV, and academic paper with their online application. Please apply online at [www.aei.org/jobs](http://www.aei.org/jobs). Added 8/7/15.

### **Goldwater Institute – Receptionist**

The receptionist is responsible for general office operations to include answering phones, greeting guests, distributing mail, and supporting all associates with various administrative duties. Minimum requirements include: five years related work experience; experience in Microsoft Office; excellent interpersonal communication skills; outstanding sense of customer service; enjoy working in a fast-paced, growth-oriented environment; understands and embraces the Institute's mission and public policy objectives; other duties as assigned. Candidates must demonstrate alignment with our values: integrity, accountability, candor, collegiality, entrepreneurial, humility, professionalism, and respectfulness. For more information and to apply, please visit <http://goldwaterinstitute.org/en/work/topics/constitutional-rights/related-reforms/receptionist/>. Added 8/4/15.

### **Alliance Defending Freedom – Administrative Assistant I (part-time) – Denver, CO Office**

Alliance Defending Freedom is a Christian servant ministry that provides the resources that will keep the door open for the spread of the Gospel through the legal defense of religious liberty, the sanctity of life, and marriage and family. Please visit [www.ADFlegal.org/Careers](http://www.ADFlegal.org/Careers) to view our Statement of Faith and Guiding Principles. Alliance Defending Freedom seeks an energetic part-time (up to 20 hour per week) Administrative Assistant I located in the Denver, CO Office to support two attorneys on the Center for Life Team. Your responsibilities will include performing and coordinating a broad range of duties including, but not limited to scheduling meetings, screening calls, making travel arrangements, processing expense reports, handling confidential correspondence, undertaking ad hoc projects, compiling reports, and providing support to other administrative assistants as needed. You will also work closely with the legal staff in Arizona and Washington, DC. For a full description and to apply, please visit <http://www.adflegal.org/about-us/careers/career-opportunities>. Added 7/24/15.



### **Cato Institute – Policy Analyst, Digital Money and Finance**

The Cato Institute seeks a policy analyst to address the monetary and financial regulatory policy implications of ongoing developments in internet and electronic payments technology. The analyst will be expected to produce, solicit, edit, and promote policy research on issues concerning digital currencies, electronic (including mobile) payments, and money laundering and terror finance regulations that may either hinder or promote the continued development of these and other non-bank payment technologies. The position requires superior research, writing, and communication skills. A Ph.D. in economics is preferred. A background in information technology would also be preferred. A minimum of three years relevant work experience is required. Compensation will be commensurate with ability and experience. Qualified applicants should send their resume, cover letter, references, and writing samples with the subject line “Application: Digital Money and Finance Policy Analyst” to: Lydia Mashburn  
Manager, Center for Monetary and Financial Alternatives at [lmashburn@cato.org](mailto:lmashburn@cato.org). Added 7/7/15.

### **The American Enterprise Institute – Salesforce CRM Administrator**

The American Enterprise Institute, a preeminent public policy think tank, seeks a full-time, highly motivated Salesforce CRM Administrator with excellent communication skills. The primary responsibilities of this position are to oversee the day-to-day maintenance of the system; apply data design techniques to build reports, dashboards, models, and other business intelligence tools; implement configuration changes to achieve strategic communications goals; train and educate users; and, working in conjunction with AEI’s communications team, help apply business-driven solutions across the institute. The ideal candidate will be highly organized, able to determine priorities and coordinate multiple projects, and will have an interest in public policy and a commitment to the principles of expanding liberty, increasing individual opportunity, and strengthening free enterprise. Excellent written and verbal communication, as well as documentation skills are also required. Two to four years’ Salesforce experience is strongly preferred; Salesforce Administrator certification is a plus. Expert-level experience with MS Office Suite (Word, Excel, PowerPoint), MS Visio and MS Project is preferred. This is an excellent opportunity to build and shape the CRM to meet the growing needs of our organization. Qualified candidates should submit an online application at [www.aei.org/jobs](http://www.aei.org/jobs), complete with a resume and cover letter. Added 6/5/15.

## **Other Non-Profit Organizations**

### **International Republican Institute – Program Assistant, South Asia**

The Program Assistant is the entry level position to program work at IRI. As a junior member of the team, the Program Assistant will provide administrative and programmatic support for current and developing programs in the South Asia region. The Program Assistant will assist the Program Officer (PO) and Resident Country Director (RCD) with research related to project proposals and program activities, updating program summaries, writing quarterly reports, semi-annual, and final reports, managing and monitoring program budgets and financial reports, creating and maintains briefing books, coordinating logistical support for program activities and trainings from DC, and monitoring reports and analyzing political developments in South Asia, especially as they relate to IRI objectives and activities. BA/BS in political science, international relations or related field and 0 to 2 years of experience in

international development or related field required. To learn more and apply, please visit <http://www.iri.org/work-with-us-test-2>. Added 9/15/15.

## **Private Sector**

### **Membership Marketing Partners – Entry Level Marketing Copywriter (Fairfax, VA)**

We're looking for a talented writer who wants to learn the trade of crafting hard-hitting marketing copy that sells. To qualify for an interview, you'll need to show us writing samples that prove you can string together sentences intelligently and make an argument with passion. If you make our team, we'll teach you the thinking and techniques that will transform you into a direct marketing pro. In this job, your first responsibility will be writing draft copy for our non-profit association clients, including conservative as well as non-partisan organizations. We'll also load your plate with email and digital ad campaign copy. Show us you have what it takes and we'll pay you a competitive salary, plus health benefits. Please send your resume and scans or links of relevant samples to [resumes@memberpartners.com](mailto:resumes@memberpartners.com). No calls or freelancers, please. Added 10/27/2015.

### **Barbaricum – Junior Researcher, Social Science**

Barbaricum provides consulting services related to strategic communications, analysis, intelligence and energy. Barbaricum is seeking a motivated individual to fill a social science researcher position. The successful candidate will work on a diverse range of research projects for federal clients, ranging from large-scale, quantitative surveys to focus groups and in-depth interviews. Specific quantitative research tasks will include assisting in questionnaire design and development, testing surveys, monitoring survey progress in online survey systems, data coding and cleaning, analysis, and report production. Qualitative tasks will include developing focus group discussion guides, monitoring focus group recruiting, analyzing data, and report production. Successful candidates will have a working knowledge of descriptive and inferential statistics; ability to conduct inferential tests such as t-tests, chi square, regression, multiple regression, and ANOVA; understanding of when and why to conduct (and not to conduct) specific statistical tests, and the ability to explain reasoning clearly and cogently; experience with SPSS, R, Tableau, and SQL databases; excellent organizational skills, including managing project timelines and calendars; strong writing skills, with an ability to translate research findings into easily understood recommendations. For a full description and to apply, please visit [http://barbaricum.force.com/careers/ts2\\_JobDetails?jobId=a0xi0000048MZKAA2&tSource=](http://barbaricum.force.com/careers/ts2_JobDetails?jobId=a0xi0000048MZKAA2&tSource=) Added 9/22/2015.

### **Barbaricum – Copy Editor**

Barbaricum seeks a Copy Editor to assist with ensuring that documents submitted to clients are free of grammatical and spelling errors, as well as conform to any particular styles as necessary. Qualified candidates will hold a Bachelor's degree in English or related field (Master's preferred), 2-5 years of editing and writing experience apart from standard academic curriculum, excellent written and oral communications skills, and proficient in Microsoft Office programs. To apply, please visit [http://barbaricum.force.com/careers/ts2\\_JobDetails?jobId=a0xi000003IIXmAAM&tSource=](http://barbaricum.force.com/careers/ts2_JobDetails?jobId=a0xi000003IIXmAAM&tSource=) Added 9/22/2015.

### **Barbaricum – USAID Information Officer**

Barbaricum provides consulting services related to strategic communications, analysis, intelligence and energy. Barbaricum seeks an experienced USAID Information Officer to serve as a consultant at our Washington, DC headquarters. The incumbent should have extensive knowledge and experience operating and implementing information systems required for executing USAID programs abroad. Qualifications include: experience with Aid Tracker and FACTS Info; experience consolidating GIS and financial data for a portfolio of USAID missions; and experience conducting data quality assessments. For more information and to apply, please visit [http://barbaricum.force.com/careers/ts2\\_\\_JobDetails?jobId=a0xi0000002cqM6AAI&tSource](http://barbaricum.force.com/careers/ts2__JobDetails?jobId=a0xi0000002cqM6AAI&tSource). Added 7/28/15.

## **Web and IT**

### **Americans for Prosperity Foundation – IT Project Manager**

The IT Project Manager will be a key member of the Technology team and will support a wide variety of Technology initiatives. This position will play a critical role in ensuring the successful and on-time delivery of software projects. The candidate will possess experience in business analysis and project management activities within an IT organization. Responsibilities include: organize, manage and monitor small and large IT projects which might include internal and external stakeholders; partner with internal and external groups to capture new project requests; monitor project progress and communicate timelines and status to project stakeholders; act as point of contact with external software service providers; collect and maintain Technology department metrics and produce management reports; etc. A Bachelor's degree in business, information technology, or related field is required. Candidates should also have 5+ years of experience in a technology project management role; strong time management and organization skills, with the ability to handle multiple tasks simultaneously; excellent communication skills with the ability to work effectively with employees at all levels; and commitment to a high level of customer service. Familiarity with Agile project management techniques and experience working with databases as well as CRM and Business Intelligence systems desired. For more information and to apply, please visit <https://careers-americansforprosperity.icims.com/jobs/1366/it-project-manager/job>. Added 10/23/2015.

### **The Council for Christian Colleges & Universities – Technology Support Specialist**

The Council for Christian Colleges & Universities (CCCU) seeks a Technology Support Specialist responsible for providing technological assistance to our staff, enabling them to do great things on behalf of Christian higher education. Core responsibilities include: provide on-demand and routine IT Help Desk Support, hardware maintenance, and basic software training for staff (including the creation and maintenance of appropriate documentation); resolve basic hardware and software problems for end users and work with third party vendors on more complex issues; manage basic network administration by creating and maintaining user and resource network accounts with appropriate security settings; provide orientation for new staff and in-house student programs; provide basic oversight of wired and wireless network infrastructure – including printers/scanners, switches, wireless access points, and network security appliances; oversee server backup; configure and test new work-

stations (PC/Mac) and peripherals for staff and students, including printers, smartphones, external monitors etc.; provide remote user support of off-site staff; develop a regular maintenance cycle for existing computers; maintain inventory of hardware, software and other technology assets; assist in the development and support of IT policies, business continuity/crisis management planning and information security standards; serve as the first point of contact when IT services are interrupted; prepare retired equipment for disposal/destruction; etc. For more information and to apply, please visit <http://careers.cccu.org/jobs/7586121/technology-support-specialist>. Added 10/23/2015.

### **WND.com – Ecommerce Coordinator**

WND.com is looking for an Ecommerce Coordinator who has a successful track record of overseeing online retail store. WND is one of the oldest and largest Web-based news organizations, and is the parent company of WND Books, WND Films, and WND Superstore. As an ecommerce coordinator, you will be responsible for presenting status of the online retail store and identify ways to improve sales, client/vendor relations, and user experience of the online store through online communication and internal meetings. You will also need to prepare essential reports for key decision making by management. Education and experience: Bachelor's Degree in Business Administration, Management, or fields relating; minimum of two years' experience in similar role with focus on online retail. Responsibilities include: attend and represent WND in client and 3<sup>rd</sup> party vendor technical meetings; report to Management on project budget and forecasts; improve eCommerce site conversion rates, increase revenue, and expand brand recognition; work independently and with our internal marketing team to understand schedules and objectives, and meet deadlines; manage direct channel growth and optimization (i.e., website, consumer emails, sales communication, etc.); apply extensive knowledge of analytics tools, CRM, ESP's and Ad-servers (Google analytics, Google AdWords ) to manage strategies and reports; and utilize competitive data to identify new opportunities and improve current initiatives. Please submit resumes to [mthompson@wnd.com](mailto:mthompson@wnd.com). Added 10/9/2015.

### **American Enterprise Institute – Senior Network Systems Engineer**

The primary responsibilities of this position are the planning, deployment, and management of Linux servers in a VMware virtual server environment. The candidate will be responsible for ensuring that AEI's public websites are highly available. We seek a candidate with strong practical experience and proven application of industry best practices with a particular emphasis on security. The successful candidate will have a deep technical knowledge of Linux Server (CentOS preferred) utilizing PHP, Apache / Nginx, Varnish, MYSQL / MariaDB, with WordPress. The candidate will demonstrate expert knowledge in supporting the common Linux Lamp Stack with the completion of a short test during the interview process. A candidate must have experience working in a multi-site interconnected VMware and SAN infrastructure with fully meshed site redundancy, and a working knowledge of Cisco Networking Technologies to include Firewalls, Switches and Routers. Experience securing IT systems employing Web Proxies, SSL/TLS, VLANs, Firewall ACLs and VPNs is a plus. Qualified applicants should submit a resume and cover letter online at [www.aei.org/jobs](http://www.aei.org/jobs). Added 9/8/15.

### **Ballotpedia – Web Developer (Madison, WI)**

The Web Developer must be experienced with both frontend and backend web development and possess strong database knowledge. The Web Developer will support the Tech Manager

with various projects targeted at extending the functionality of the website and creating special programs to make the work of the rest of the staff easier. The ideal candidate will possess the potential to assume new responsibilities over time. We expect that the Web Developer will learn on the job; as such, a positive, proactive attitude and willingness to learn new skills are as important as experience. This is a full-time, 30 to 40 hour per week position that will involve occasional nights and weekends. Assignments include: develop MediaWiki extensions for creating custom reports on Ballotpedia; develop stand-alone software to help automate complex tasks on the website; test software in a development environment and understand performance impacts prior to deployment; manage site and extension software including discovering, testing and implementation of new features (MediaWiki); analyze and report on and resolve performance issues; assist in the development, documentation and maintenance of an API; assist in the development and maintenance of a mobile version of the website; respond to technical suggestions and requests, provide technical assistance and troubleshooting to staff. Skills and Qualifications: knowledge of HTML, CSS, Javascript, PHP, and MySQL; advanced communication, project management and organizational skills; demonstrated ability to understand and implement management objectives with respect to server and software performance; demonstrated ability to design and implement professional-level systems and structures for server incident reports and analysis and software enhancement recommendations; ability to distill complex ideas into understandable terms for non-technical people; ability to stay current with trends in the industry and web technologies in general; experience with MediaWiki a plus; experience with large websites in a multi-server environment a plus; experience with mobile website development a plus; experience with a versioning system like GIT a plus; a bachelor's degree in a relevant field (IS/IT/CET) or 3-5 years of experience is preferred. To learn more and apply, please visit: <https://ballotpedia.recruiterbox.com/jobs/fk0hd2b/> Added 9/1/15.

### **Americans United for Life – Database Administrator**

Americans United for Life (AUL), a pro-life nonprofit organization located in Washington, D.C., seeks a Database Administrator to manage donor information system, administrate online marketing platform, work with outside vendors, provide various kinds of internal and external reports, trouble shoot technical problems, and maintain data integrity. Applicant should possess solid knowledge of Salesforce and possess requisite skills to work with offline database, online marketing tools, and to design and refine the information system workflow. Full-time position located in Washington, D.C., with competitive compensation. At least two years of experience is preferred. Please send résumés and inquiries to [Evangeline.Bartz@aul.org](mailto:Evangeline.Bartz@aul.org).

## **Fellowships**

### **American Council of Trustees and Alumni – Fellowship in Education Policy**

The Robert Lewit Fellowship in Education Policy is available for a two-month period during the summer or the academic year to a student currently engaged in undergraduate or graduate studies at any institution of higher education, with preference given to students of Harvard University. Recent graduates with a strong interest in ACTA's mission of higher-education reform and an excellent scholarly record may also be considered. Lewit Fellows report to ACTA president Anne D. Neal (Harvard College '77 and Harvard Law School '80) and other senior staff. Their projects include research and writing, some of which may be published by ACTA. They play a full part in the research work of ACTA and attend higher-education meetings and conferences as appropriate. Fellows receive a stipend in equal monthly installments during the fellowship, as

well as a housing and travel allowance. Fellows must reside in the Washington, D.C. area and work in ACTA's offices for 40 hours per week during the full length of the Fellowship. The application process for summer 2016 will open on February 1, 2016. If you are interested in an academic-year fellowship, please contact [internship@goacta.org](mailto:internship@goacta.org). To apply for the Robert Lewit Fellowship in Education Policy, please mail, e-mail, or fax: your resume and transcript; a letter of recommendation from a faculty member of your institution (a letter from another individual may supplement, but not replace, this letter); and a letter of one to two pages explaining why the Lewit Fellowship is of interest to you and why you should be selected for it. Applicants are advised to apply as early as possible, as applications are processed on a rolling basis. Applications for Summer 2016 fellowships must be received by April 1, 2016. Applicants to be considered for both the Lewit Fellowship and a summer internship need only submit one application. All applications—as well as any questions about the Robert Lewit Fellowship in Education Policy—should be directed to [internship@goacta.org](mailto:internship@goacta.org). Added 10/27/2015.

### **Institute for Justice – Constitutional Law Fellowship (Arlington, Virginia)**

The Institute for Justice seeks candidates for its Constitutional Law Fellowship program. Fellowships are open to recent law school graduates interested in gaining hands-on litigation experience by working closely with IJ attorneys on cutting-edge constitutional cases. Successful candidates demonstrate a strong background in constitutional law, an interest in IJ's mission and a commitment to the principles of free markets, limited government, and individual rights. Fellowship terms are one year beginning each August. We're now accepting applications for paid fellowships beginning in August 2016. To apply, please visit <http://ij.org/opportunities/employment-opportunities/?p=job%2Foca60fwc>. Added 10/2/2015.

## **Internships**

### **Congressman Raul Labrador – Winter 2015 and/or Spring 2016 Internship**

The Washington, DC office of Congressman Raul Labrador (ID-01) seeks a highly motivated intern for Winter 2015 and/or Spring 2015. An internship in Congressman Labrador's office is a temporary position of public service assisting constituents of Idaho's 1st Congressional District. As a part of the pursuit of education objectives, the internship provides hands-on experience in administrative and legislative support, as well as valuable insight into the workings of federal government. Successful candidates will demonstrate that they are organized, detail-oriented, and professional. Strong written and oral communication skills are essential. Most importantly, an intern must be courteous and willing to help. Intern responsibilities will include, but are not limited to, assisting staff with legislative, administrative, constituent relations, and press activities. Interns will: answer phones; sort, distribute, and respond to constituent mail; lead tours of the US Capitol building; attend hearings and briefings; and assist with legislative research. Please send a resume, cover letter, and writing sample(s) to [Labrador.Internship@mail.house.gov](mailto:Labrador.Internship@mail.house.gov). Added 10/30/2015.

### **The Washington Free Beacon – Internship (Paid)**

The Free Beacon is seeking college students with an interest in journalism to grow their experience in new media strategies as an intern this fall. Duties will include: assisting our Social Media Director with managing all social media platforms, learning video skills, optimizing online outreach through specific projects, creating graphics, writing squibs, and aiding in any miscellaneous administrative tasks. Excellent editing skills and a willingness to learn is expected. Prior knowledge of Twitter, Facebook, Instagram, Vine, and



Google Plus is preferred. Full or Part Time available. Please submit resume and cover letter to the Outreach Coordinator, Rosemary Ferrera at [Rosemary@freebeacon.com](mailto:Rosemary@freebeacon.com) by December 14th 2015. Added 10/30/2015.

**Mid-Atlantic Conservative – Internship**

Mid-Atlantic conservative office is seeking current students or recent graduates to for a full-time Congressional internship. Qualified candidates will be hard working, organized, and possess excellent verbal and written communication skills. Responsibilities include answering phones and greeting visitors, sorting and recording constituent correspondence, facilitating Capitol tours, attending meetings/hearings, and assisting legislative staff. Interested candidates should email their resume to [david.bean2@mail.house.gov](mailto:david.bean2@mail.house.gov) with the subject line “GOP Internship Application”. Added 10/30/2015.

**Congressman Chabot – Spring Internship**

Congressman Steve Chabot (OH-01) seeks enthusiastic candidates for a spring internship in his Washington, D.C. office. Gain an inside perspective on Congress leading tours of the U.S. Capitol building, processing and drafting constituent correspondence, and aiding Mr. Chabot’s legislative staff as needed. There are also opportunities to attend Congressional hearings and briefings related to the Congressman’s work as Chairman of the House Small Business Committee, and a member of the House Judiciary Committee and House Foreign Affairs Committee. Ohio ties preferred, but not required. Please email your resume and cover letter to [oh01\\_internships@mail.house.gov](mailto:oh01_internships@mail.house.gov). Added 10/30/2015.

**The Foreign Policy Initiative – Spring 2016 Internship**

The Foreign Policy Initiative (FPI) Internship Program seeks college seniors and graduate students of the highest caliber with interest in the fields of, but not limited to, international studies, defense, national security, democracy and human rights, political science, and foreign affairs. Application for the FPI internship is extremely competitive, with almost 200 applications for just four positions this summer. FPI interns are given substantial work in current events research, policy communication, and think tank operations. Interns are encouraged to attend public events with senior government officials and policy experts in the D.C. area and to interact closely with FPI's in-house experts. Though the FPI internship program is unpaid, participants gain valuable skills, a broader understanding of the policy world, invaluable experience, and networking opportunities. For more information and to apply, please visit <http://www.foreignpolicyi.org/Employment>. Added 10/30/2015.

**McCain Institute – Development & Next Generation Leaders Program Intern**

The McCain Institute’s flagship activity is its Next Generation Leaders (NGL) program, designed to identify, train, network and empower a diverse group of emerging, character-driven leaders, from the United States and around the world. The Institute is looking for one intern who will report to the Director of Development and the Senior Director and will help in the planning and execution of the NGL program as well as assist with fundraising, grant writing and grant reporting efforts for all institute programs and initiatives. Position responsibilities: analyze the current NGL Leadership curriculum and identify best practices; research ethics, values, and leadership readings for NGL curriculum development; update website content related to NGL Program; review and update nomination and application process; assist in the implementation of NGL program modules including: Washington, DC, Arizona, and New York modules; assist in the Policy Design Studio, a semester in Washington program for ASU undergraduate students; research development and funding opportunities for the Institute; assist in preparation of proposals, letters of intent, donor reports, and thank-you letters; and other duties as assigned including general office support and administration. Candidates must be responsible, flexible,

professional, mature, able to work independently and exercise excellent judgement, highly organized, able to balance multiple priorities, have excellent writing skills and attention to detail, and have a passion for international education program planning for leadership development. For more information and to apply, please visit <https://www.mccaininstitute.org/about/internships/>. Added 10/30/2015.

**Senator Ted Cruz – Spring Internship (Multiple locations)**

Senator Cruz's internship program offers Texas students a unique opportunity to experience first-hand the inner workings of Congress. Internships are available in our Washington D.C., Austin, Dallas, Houston and San Antonio offices. Priority is given to students either from Texas or students enrolled in a Texas school who have completed at least their sophomore year of college. This is a highly competitive process. Due to the limited amount of space and resources available, there are usually more qualified applicants than positions available. Interns are responsible for their own housing, food, and transportation. It is possible to receive internship course credit pending approval by the respective college or university. To apply please send the following information to [megan\\_packer@cruz.senate.gov](mailto:megan_packer@cruz.senate.gov): a cover letter detailing why you would like to be an intern in Senator Cruz's office, a one-page resume, two letters of recommendation (may be emailed separately), a college transcript, a one to two page college writing sample, and note which office you are applying to intern at. Completed application packets are due the second Friday in December. Added 10/30/2015.

**Senator Ted Cruz – Summer Internship (Multiple locations)**

Senator Cruz's internship program offers Texas students a unique opportunity to experience first-hand the inner workings of Congress. Internships are available in our Washington D.C., Austin, Dallas, Houston and San Antonio offices. Each summer there are two six-week sessions. Priority is given to students either from Texas or students enrolled in a Texas school who have completed at least their sophomore year of college. This is a highly competitive process. Due to the limited amount of space and resources available, there are usually more qualified applicants than positions available. Interns are responsible for their own housing, food, and transportation. It is possible to receive internship course credit pending approval by the respective college or university. To apply please send the following information to [megan\\_packer@cruz.senate.gov](mailto:megan_packer@cruz.senate.gov): a cover letter detailing why you would like to be an intern in Senator Cruz's office, a one-page resume, two letters of recommendation (may be emailed separately), a college transcript, a one to two page college writing sample, and note which office you are applying to intern at. Completed application packets are due the second Friday in December. Added 10/30/2015.

**Congressman Doug Lamborn – Internship**

Congressman Doug Lamborn (CO-05) seeks a responsible, focused, self-motivated, enthusiastic, and organized Intern to start immediately. Applications will be considered on a rolling basis. Although internships are unpaid positions, interns are treated as full participants in the Congressional office. Duties will include, but are not limited to: answering phones, processing mail, researching issues, drafting correspondence, attending hearings and briefings, and maintaining the front office. Strong conservative values, writing and effective communication skills, as well as the ability to multi-task, are necessary. Current students are especially encouraged to apply. If you are interested, e-mail a resume to Chelsea Tessier at [CMT@mail.house.gov](mailto:CMT@mail.house.gov). Added 10/30/2015.

**Congressman Reid Ribble – Spring 2016 Internship**

The Office of Congressman Reid Ribble is seeking qualified candidates to intern in our Washington, D.C. office starting in January 2016. We are interested in candidates of all academic disciplines. Interns will assist the staff with a variety of tasks, including office administration,

legislative research, constituent correspondence, and other duties as assigned. Administration will include daily tasks such as welcoming guests, being aware of the Congressman's and staff's schedules, answering phones, constituent tours, mail administration, and other duties. Legislative research and constituent correspondence will include being aware of current and pending legislation, researching legislation for constituent correspondence, attending briefings, and other duties. Candidates should have excellent writing and communication skills, strong organizational abilities, a good work ethic, an ability to work independently, and the drive to take the initiative in a fast-paced environment. This is an unpaid position. If candidates have any questions or wish to apply, please send a cover letter, resume and writing sample to [dominique.yantko@mail.house.gov](mailto:dominique.yantko@mail.house.gov). Added 10/27/2015.

**American Council of Trustees and Alumni – Database Internship (Part-time, Paid)**

The American Council of Trustees and Alumni (ACTA) seeks accomplished, high-energy undergraduate, graduate, and professional students with excellent research abilities to be part-time paid interns with ACTA. ACTA is an independent, non-profit organization committed to academic freedom, excellence, and accountability at America's colleges and universities. Responsibilities: maintaining and expanding our database of more than 1,100 colleges and universities and over 19,000 current trustees; researching governance structures of colleges and universities; using search tools to identify and locate higher education trustees; assisting department staff to implement streamlined data collection procedures; and providing logistical support to trustee department's national and regional outreach initiatives. Requirements: candidates or recipients of BA/BS; strong attention to detail; database experience a plus. To apply for this internship, please e-mail your resume and a cover letter to Kara Brounstein at [kbrounstein@goacta.org](mailto:kbrounstein@goacta.org) or mail it to 1730 M Street NW, Suite 600, Washington, DC 20036. Added 10/27/2015.

**American Council of Trustees and Alumni – Spring & Summer Internships (Paid)**

The American Council of Trustees and Alumni seeks accomplished, high-energy undergraduate, graduate, and professional students with excellent research and communication abilities to apply for spring and summer internships. Spring and summer interns will primarily conduct research for ACTA's What Will They Learn?™ [project](#). They will also write, perform clerical and administrative tasks, and enter data. ACTA interns have provided critical assistance to the full-time staff and have prepared materials that have appeared in nationally-syndicated news stories and have been sent to trustees and alumni across the country. Alumni of the internship program have returned to work at ACTA, and have gone on to work at other Washington area policy organizations. This is a paid internship. ACTA will hire on a rolling basis. The spring internship begins in late February; please apply by February 1, 2016. The summer internship begins in late May; please apply by March 29, 2016. Applications will be reviewed for both spring and summer internships until all positions are filled. To apply for any internship or fellowship, please mail, e-mail, or fax: your resume and transcript (an unofficial transcript will suffice); a letter of recommendation from someone who has taught you and can comment on your academic and analytic abilities and promise (a letter from another individual may supplement, but not replace, this letter); and a letter of one to two pages explaining why the internship or fellowship is of interest to you and why you should be selected for it. All applications and questions should be directed to 1730 M Street NW, Suite 600 Washington, DC 20036, [internship@goacta.org](mailto:internship@goacta.org), or (202) 467-6784 (fax). Added 10/27/2015.

**Congressman Steve King – Spring 2016 Internship**

The office of Congressman Steve King (IA-04) is seeking candidates for a full-time, unpaid internship for the 2016 spring semester in his Washington, D.C. office. The duration of the internship will be discussed when a candidate is selected to advance through the interview

process. Candidates must be pro-life, pro-traditional marriage, highly motivated, detail oriented, and possess communication and organization skills, while having a strong work ethic to complete tasks on a deadline. In Washington, interns' responsibilities will vary. Interns' duties will include, but are not limited to, answering phones, running errands, researching legislation for the Member and legislative staff, assisting the Communications staff, attending hearings and briefings, and answering constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office. Iowa ties are preferred, but not required. To apply, please submit your resume and cover letter to [repkinginternships@gmail.com](mailto:repkinginternships@gmail.com). Added 10/27/2015.

#### **Council for National Policy – Spring 2016 Internship**

The Council for National Policy internship program gives students an opportunity to observe and participate in the nation's premier conservative membership organization from the political, corporate, media and religious worlds. Interns are an essential part of the CNP office and, since the full-time staff is small, they often have opportunities to take on significant projects critical to the success of the organization. Requirements: strong belief in traditional values and free market economics; basic understanding of American politics and government; ability to work in a small office staff environment; ability to handle sensitive and confidential information; solid work ethic; willingness to perform administrative/clerical duties as well as challenging assignments; must be at least 18 years of age; and must secure housing and transportation in the Washington, D.C. area (office is metro accessible). The position is full-time, five days a week, 9:00 a.m. - 5:00 p.m., unless otherwise arranged. Interns attend and work at all CNP meetings during the internship (meetings are held three times per year, beginning on a Thursday and ending on Sunday, and may require travel). To apply, please submit a cover letter, resume and three references to Marisa Behnke at [Marisa@cfnp.org](mailto:Marisa@cfnp.org). Added 10/27/2015.

#### **The Homeland Security Committee – Spring 2016 Internship**

The Homeland Security Committee Majority Staff is seeking legislative interns for the Spring internship program of 2016. Candidates should be hardworking, professional, and quick learners. Strong oral and written communication skills and a close attention to detail are required. Those selected will be assisting staff with substantive research projects, press matters, preparing for Committee hearings and markups, and the daily operation of the office. Previous Hill experience is preferred, but not required. The Committee will reimburse travel expenses up to \$130 monthly on the DC Metro (WMATA). The deadline to submit applications for the spring internship program is November 19, 2015. To apply for an internship with the Homeland Security Committee, please submit the following materials: resume and cover letter, references, and a writing sample on one of the following topics: cybersecurity, border security, counterterrorism, or DHS management. These items should be sent to the Committee's intern coordinator, Nathan Wheat, via email at [Nathan.wheat@mail.house.gov](mailto:Nathan.wheat@mail.house.gov). Added 10/27/2015.

#### **American Action Forum – Spring 2016 Internship**

The American Action Forum is a non-profit "think-tank" in Washington, DC dedicated to thoughtful, timely, politically informed policy analysis. American Action Forum employees have the opportunity to work with top issue experts as they apply research to breaking current events, network with DC leaders, and publish their own public policy research. For more information and to apply, please visit <http://americanactionforum.org/careers>. Added 10/23/2015.

#### **Congressman Joe Wilson – Internship**

Congressman Joe Wilson (SC-02) is currently seeking interns for the Washington, D.C. office to start immediately. Qualified candidates will possess an interest in the legislative process, excellent writing and communication skills, strong attention to detail, and a willingness to learn

and take on new tasks. Intern responsibilities include but are not limited to, assisting staff with general office duties, attending hearings/briefings for staff members, answering phones, sorting through mail, drafting response letters, and giving tours of the U.S. Capitol. Candidates should be highly motivated and have good communication skills. This position is unpaid, but does offer a great educational experience for anyone with aspirations of working on Capitol Hill. All interested applicants should submit a cover letter and resume to [sc02.internship@mail.house.gov](mailto:sc02.internship@mail.house.gov). Added 10/23/2015.

#### **Congressman John Fleming – Spring 2016 Internship**

Congressman John Fleming, M.D. of Louisiana seeks full- or part-time interns for his Washington, D.C. Office during the Spring 2016 term. Duties include answering phones, sorting mail, data entry, attending briefings, writing about and researching legislation, and giving Capitol tours. Strong conservative philosophy a must and should have a positive demeanor and motivated attitude. If interested, please send a cover letter and resume to Mimi Rothfus at [mimi@mail.house.gov](mailto:mimi@mail.house.gov). Added 10/23/2015.

#### **Congressman Randy Forbes – Spring 2016 Internship**

Congressman J. Randy Forbes has a full-time, unpaid internship available for the 2016 spring semester in his Washington, DC office to begin in January. Duties include answering telephones and greeting visitors, collecting constituent information, researching legislation and policy issues, drafting policy updates, attending briefings and hearings, and assisting communications, administrative, and legislative staff. Must be highly motivated, self-starter, detail oriented, and possess excellent organizational and communication skills, a strong work ethic, a positive attitude and have the ability to manage multiple tasks on a deadline. This is a great opportunity for college students and graduates seeking Capitol Hill experience. Virginia ties preferred, but not necessary. Interested students should submit a cover letter and resume to [VA04Interns@mail.house.gov](mailto:VA04Interns@mail.house.gov) with "Spring Internship" in the subject line. No phone calls. Added 10/23/2015.

#### **Senior Conservative Congressman – Internship**

Senior Conservative Congressman is seeking a highly motivated, full-time intern that can start immediately upon acceptance. The individual should be able to multi-task and be prepared to work in a fast-paced office. Some responsibilities include attending briefings, answering phones, guiding tours of the Capitol, assisting with constituent correspondence and mail, and working on various projects for the staff as needed. North Carolina ties are encouraged, but not required. In order to apply, please send [capitolhill45@gmail.com](mailto:capitolhill45@gmail.com) a resume and cover letter with "NC Intern Applicant" in the subject line. Added 10/23/2015.

#### **Reason Foundation – Journalism Internship**

Reason is looking for journalism interns in our Washington, D.C. office. The job includes reporting and writing for Reason and [Reason.com](http://Reason.com), and helping with research, proofreading, and other tasks. Most successful applicants have journalism experience. To apply, send the following elements in a single pdf or word file to [intern@reason.org](mailto:intern@reason.org) by November 10<sup>th</sup>: a cover letter that describes why you want to work for Reason and your preferred location and division, resume, and writing or work samples. Applicants for a journalism internship should send up to five clips, preferably published. Internships run eleven weeks full-time and include a stipend; part-time internships can be negotiated. Start and end dates are flexible. Added 10/20/2015.

#### **Reason Foundation – Public Policy Internship**

Reason is seeking public policy interns to conduct research, draft and edit studies, and contribute to policy outreach and communications efforts in several issue areas, including: education and child welfare, transportation, privatization, energy and the environment, pension reform, and



criminal justice. Applicants should indicate which issue areas are of interest to them. To apply, send the following elements in a single pdf or word file to [intern@reason.org](mailto:intern@reason.org) by November 10<sup>th</sup>: a cover letter that describes why you want to work for Reason and your preferred location and division, resume, and writing or work samples. All applicants should send at least two writing samples. Internships run eleven weeks full-time and include a stipend; part-time internships can be negotiated. Start and end dates are flexible. Added 10/20/2015.

#### **Reason Foundation – Development Internship**

Reason is seeking interns interested in non-profit development who will have the opportunity to gain experience in all aspects of fundraising, including donor communications, event planning, prospect research, trip planning, and direct mail. Excellent communication skills are necessary. To apply, send the following elements in a single pdf or word file to [intern@reason.org](mailto:intern@reason.org) by November 10<sup>th</sup>: a cover letter that describes why you want to work for Reason and your preferred location and division, resume, and writing or work samples. All applicants should send at least two writing samples. Internships run eleven weeks full-time and include a stipend; part-time internships can be negotiated. Start and end dates are flexible. Added 10/20/2015.

#### **Reason Foundation – Video Production Internship (Los Angeles & DC)**

Reason TV—the online video journalism project of the Reason Foundation—hosts interns in the LA and DC offices of Reason. Interns provide research assistance, edit video footage, do camera work and provide marketing support. Experience in video production is desired; applicants should provide links to work samples where possible. To apply, send the following elements in a single pdf or word file to [intern@reason.org](mailto:intern@reason.org) by November 10<sup>th</sup>: a cover letter that describes why you want to work for Reason and your preferred location and division, resume, and writing or work samples. All applicants should send at least two writing samples. Applicants for video production internships should send links to work samples if possible. Internships run eleven weeks full-time and include a stipend; part-time internships can be negotiated. Start and end dates are flexible. Added 10/20/2015.

#### **Media Research Center – Internship (Paid)**

The Media Research Center, America's Media Watchdog, is looking for conservative-minded students and recent grads to join our team to help expose media bias in a professional environment. Specifically, our MRCTV division is looking for interns who can assist with blogging, writing, public relations, new media, and video. The ideal candidate will have excellent writing skills, knowledge of current events, and a passion for conservative principles. MRC is located just miles from the nation's capital on the new Metro Silver Line. MRC's challenging and competitive PAID internship program provides interns with the training and hands-on experience they need to succeed in the fast-paced, demanding world of media and public policy. Apply online at [www.mrc.org/internships](http://www.mrc.org/internships). Added 10/16/2015.

#### **Media Research Center – Communications and Development Intern (Paid)**

The Media Research Center, America's Media Watchdog, is looking for conservative-minded students and recent grads to join our team to help expose media bias in a professional environment. Specifically, MRC is looking for a Communications and Development intern who wants to gain experience in coalitions, communications, editing, writing, public relations, data and database management, and special development projects. The ideal candidate will have excellent writing skills, knowledge of current events, and a passion for conservative principles. MRC is located just miles from the nation's capital on the new Metro Silver Line. MRC's challenging and competitive PAID internship program provides interns with the



training and hands-on experience they need to succeed in the fast-paced, demanding world of media and public policy. Apply online at [www.mrc.org/internships](http://www.mrc.org/internships). Added 10/16/2015.

**Media Research Center – Marketing Intern (Paid)**

The Media Research Center, America's Media Watchdog, is looking for conservative-minded students and recent grads to join our team to help expose media bias in a professional environment. Specifically, our Marketing division is looking for interns to assist with social media, blogging, communications, database marketing and analytics, direct response marketing, and new media. The ideal candidate will have excellent writing skills, knowledge of current events, and a passion for conservative principles. MRC is located just miles from the nation's capital on the new Metro Silver Line. MRC's challenging and competitive PAID internship program provides interns with the training and hands-on experience they need to succeed in the fast-paced, demanding world of media and public policy. Apply online at [www.mrc.org/internships](http://www.mrc.org/internships). Added 10/16/2015.

**Hillsdale College, The Kirby Center – Spring 2016 Internship (Paid)**

The Kirby Center offers competitive, full-time, paid internships in Washington, D.C. Interns assist in Hillsdale College's mission in the city: teaching the Constitution, the debate that brought it to life, and the principles that give it meaning. They gain valuable work experience and develop professional skills by assisting the Center's staff with research, special projects, programs, and events. In addition to this practical expertise, the Kirby Center offers many educational opportunities including trips to Mount Vernon, the Civil War battlefields, and the Supreme Court each semester. We welcome applications from students and graduates from any college or university. Interns with experience and interest in one or more of the following areas are sought: research, writing, tours and constituent relations, marketing, web design, social media, photography, videography, special events, database maintenance, clerical work, graphic design. Internships are available in the fall, spring, and summer. Housing for the internship is not provided, although the Kirby Center will provide housing resources. For more information about the Kirby Center and Hillsdale College, visit [thekirbycenter.org](http://thekirbycenter.org). For further information about the internship, please email the Kirby Center at [kirbycenter@hillsdale.edu](mailto:kirbycenter@hillsdale.edu). To apply, please submit a cover letter indicating area(s) of interest, a resume with particular attention to qualifications, two references and/or a letter of recommendation from a previous employer or college professor, and an academic writing sample up to three pages in length. Please submit your complete application to [kirbycenter@hillsdale.edu](mailto:kirbycenter@hillsdale.edu) by November 15, 2015 for consideration for Spring 2016. Added 10/16/2015.

**Congressman Dave Brat – Internship**

The Washington, D.C. office of Congressman Dave Brat (VA-07) is currently seeking applicants for internships in the Washington, DC office. Internships are available to qualified college students or recent college graduates. Virginia ties are a plus, but they are not required. Responsibilities include, but are not limited to assisting office staff with administrative tasks, flag requests, Capitol tours, legislative research, and attending hearings. Strong candidates will possess an understanding of the legislative process, excellent written and oral communication skills, organizational skills, and the ability to handle multiple tasks in a fast-paced environment. All interested candidates should send a cover letter and resume to [Kurt.Dieringer@mail.house.gov](mailto:Kurt.Dieringer@mail.house.gov) with "Internship" as the subject. Phone calls and drop-ins will not be considered. Added 10/16/2015.

**Congressman Jody Hice – Spring 2016 Internship**

The Office of Congressman Jody Hice (GA-10) is seeking full-time and part-time interns for our Spring 2016 internship program. Intern responsibilities include but are not limited to answering

phones, conducting tours of the U.S. Capitol, researching legislation, assisting with mail distribution, attending briefings, drafting constituent correspondence letters, and assisting staff with special projects. Applicants should be public policy oriented, organized, hardworking, well-mannered, and enthusiastic. Although the internship is unpaid, interns will gain valuable first-hand experience in a Congressional setting and an understanding of the legislative process. Georgia ties preferred but not required. Interested applicants please send resume and cover letter to: [Nadgey.Louis-Charles@mail.house.gov](mailto:Nadgey.Louis-Charles@mail.house.gov). In the subject Line please put First Name Last Name: Spring 2016 Internship Application. Added 10/16/2015.

#### **House Budget Committee – Spring 2016 Internship**

The House Budget Committee is currently accepting applications for Spring 2016 Interns. We are seeking dependable and professional individuals with a positive attitude and strong work ethic. As an intern with the Committee, you will provide vital support by assisting staff in assignments that include: compiling daily budget news clips, sorting and processing mail, answering the phones, assembling reference material, administrative support, and special projects. Full and part-time positions are available. College students pursuing a Political Science and/or Economics major, or those interested in government, are encouraged to apply. Course credit may be available through your school. The deadline to apply is November 15, 2015. Late and incomplete application packets will not be considered. Applicants should email their resume, cover letter, one page writing sample and completed application to [budget.interns@mail.house.gov](mailto:budget.interns@mail.house.gov). Please visit [budget.house.gov](http://budget.house.gov) for the application and more information. Paid internships are available to any student working full time and who is not receiving course credit. Added 10/16/2015.

#### **Rep. Candice S. Miller – Spring 2016 Internship**

Congresswoman Candice S. Miller (R-MI) seeks legislative interns for the Spring 2016 semester. Interns will work in a fast-paced congressional office, gaining valuable exposure and knowledge of the legislative process and the United States Congress. Intern responsibilities include greeting constituents, managing constituent phone calls, and assisting staff with administrative tasks. Interns will also have the opportunity to conduct legislative research, assist with constituent correspondence, and attend legislative briefings, congressional hearings, receptions, and press events. Interns must have a good attitude, strong work ethic, and excellent written and oral communication skills. Successful interns will be able to find information with little assistance, be able to work both independently as well as part of a team environment, and possess a strong attention to detail. Applicants should have working knowledge of current events and policy topics, as well as a willingness to perform a variety of tasks and administrative functions. Michigan ties are preferred, but not required. To apply, please send cover letter and resume to [mi10intern@gmail.com](mailto:mi10intern@gmail.com). Added 10/16/2015.

#### **Southern Conservative – Fall Internship**

Southern Conservative is seeking interns for the Fall 2015 semester to join the Washington, DC office. Ideal candidates will have excellent written and verbal communication skills as this position involves significant constituent interaction. Applicants must be detail oriented, professional, and highly organized. Responsibilities include scheduling and conducting Capitol tours, processing constituent mail, answering phones, conducting general administrative tasks, and supporting policy staff with various projects. Interested applicants may send a resume and cover letter to [morgan.underberg@mail.house.gov](mailto:morgan.underberg@mail.house.gov). Added 10/16/2015.

#### **Southern Conservative – Communications Intern**

Media savvy (intern/or assistant) needed for Southern conservative congressional office. Duties include regularly fielding hundreds of press requests a day. Candidate should have knowledge of social media platforms (Facebook, Twitter, YouTube) and have strong written communication

skills. Interested applicants may send a resume and cover letter to [morgan.underberg@mail.house.gov](mailto:morgan.underberg@mail.house.gov). Added 10/16/2015.

#### **Representative Mike Bost – Internship**

Illinois Representative Mike Bost is looking for college students or recent grads for a Congressional internship. These internships are available now on either a full-time or part-time basis. Qualified candidates will be highly organized, prompt, responsible, and ready to work in a fast paced environment. Strong oral and communication skills are a must. Daily duties will include assisting staff, answering phones, organizing mail, giving tours of the Capitol Building, and attending hearings and briefings for legislative staff. Interns will gain valuable Capitol Hill experience and further their understanding of the legislative process. Illinois ties are preferred but not necessary. All interested applicants should email their resume and/or cover letter to [midwestinternship@gmail.com](mailto:midwestinternship@gmail.com). Added 10/13/2015.

#### **Florida Conservative – Internship**

Florida Republican is seeking interns for early January through May 2016. Qualified candidates will be hardworking, motivated self-starters, detail-oriented, and professional with strong communication and writing skills. Daily duties as an intern will include providing general constituents services in the form of answering phone calls and sorting mail, leading Capitol tours, conducting research for staff members, drafting constituent correspondence, and attending hearings. Florida ties are a plus but not a requirement. This internship is unpaid, however, individuals will gain invaluable experience. Please send a resume and cover letter to [FloridaConservativeRepublican@gmail.com](mailto:FloridaConservativeRepublican@gmail.com) with subject line “Intern” for consideration. Added 10/13/2015.

#### **George W. Bush Presidential Center – 2016 Spring Internship**

The George W. Bush Presidential Center is seeking professional, dependable, enthusiastic students for unpaid internships for the 2016 spring semester. The George W. Bush Presidential Center is home to the George W. Bush Presidential Library and Museum, which is operated by the National Archives and Records Administration, and the George W. Bush Institute. The Bush Institute, founded by President and Mrs. Bush in 2009, is a public policy center with the mission of advancing freedom and cultivating leaders by expanding opportunities for individuals at home and abroad. Projects undertaken during the internship may be eligible for academic credit based on individual agreements established between interns and faculty members. Eligibility requirements: junior or senior, GPA of 3.0 or higher, available to work a minimum of 12 hours per week (preferably in 3-4 hour blocks of time), and subject to necessary background checks and willing to sign a confidentiality and non-disclosure agreement. Apply online by going to <http://www.bushcenter.org> and clicking on the “Employment” link at the bottom of the homepage, which redirect you to our employment site where you can complete the application online. The firm deadline is before 5:00 p.m. CST on Friday, October 23, 2015. Please also submit one letter of recommendation from either a school faculty or staff member OR a former employer. This letter must be sent by the author no later than 5:00 p.m. CST on Friday, October 23 to [kharelson@bushcenter.org](mailto:kharelson@bushcenter.org) with the applicant’s name as the subject line. Added 10/9/2015.

#### **Association of American Educators – Internship**

Located in the heart of Old Town Alexandria and the outskirts of Washington, D.C., the Association of American Educators (AAE) is seeking applicants for an intern based in our communications, outreach, & policy office. We are looking for responsible individuals with an interest in nonprofit organizations, trade associations, communications, marketing, public relations fields, education/labor policies and/or who wish to learn more about all of the above. Travel stipend available on a case-by-case basis. Duties and responsibilities include, but are not

limited to,; assist in executing strategic marketing, communications, professional development plans and programs for national organization & state partners to span across all mediums and reach appropriate target audiences; support in writing & editing for all outbound member communications including all promotional materials, website content, op-eds, online/email communications, and social media (Facebook, Twitter, blogs); daily research on issues pertinent to the organization to support communications strategies; and attend meetings, conferences, education & labor events in the DC metropolitan area on behalf of AAE. Interested applicants should send an email with their resume to [Alana@aaeteachers.org](mailto:Alana@aaeteachers.org). No phone calls please. Added 10/9/2015.

**Georgia Center for Opportunity – Social Media Intern (Norcross, Georgia)**

Georgia Center for Opportunity (GCO) is an independent, non-partisan policy research organization that develops solutions leading to social and economic opportunity in the state of Georgia. Our vision is to make Georgia a state where all have a real chance to prosper. GCO is seeking a Social Media Intern to assist the organization in improving and maintaining a social media presence across the various relevant social media platforms in a way that engages our current audiences while increasing our reach and influence. It is expected that a candidate for this internship will be available 10-15 hours each week. Ideal candidates should have excellent written and verbal communication skills, strong editing skills, alignment with GCO's core values and mission, ability to articulate the critical role GCO plays in Georgia, strong organization, high initiative, clear interpersonal skills, professionalism, mature judgment, and the ability to produce work on tight deadlines, and integrity in managing sensitive and confidential information. For a full description and to apply, please visit <http://georgiaopportunity.org/opportunities/social-media-intern/>. Added 10/2/2015.

**Philanthropy magazine – Internships (Paid)**

*Philanthropy* magazine, based in Washington, D.C., is a publication of The Philanthropy Roundtable and is the premier source of information and inspiration for philanthropic decision makers. *Philanthropy* is published four times a year and can be found online at <http://www.philanthropyroundtable.org/magazine/>. Fall, spring, and summer internships are available. Interns work closely with the magazine's managing editor to learn the art and science of journalism, the ins and outs of producing a quarterly magazine, and what it means to participate in a non-profit publications team. Interns have opportunities to write for the magazine and The Philanthropy Roundtable website dependent on interest. Interns are paid \$1,000 per month and are expected to work 25 hours per week. They are also given \$90 for public transportation. Start and end dates are flexible. To apply, please send a resume, two writing samples, and letters of recommendation and/or references with contact information to Ashley May at [amay@philanthropyroundtable.org](mailto:amay@philanthropyroundtable.org). Added 10/2/2015.

**Illinois Policy Institute – External Relations Intern (Chicago, Illinois)**

The external relations department is responsible for the Institute's financial health and growth. The fundraising team cultivates current and prospective donors through relationship building, events, direct mail and online engagement. External relations interns will get a behind-the-scenes look into how nonprofits are funded. An ideal candidate is eager to learn, takes initiative and is interested in a career in nonprofit fundraising or management. Interns will have the opportunity to work closely with high-level development staff on day-to-day fundraising operations, process donations and assist with donor stewardship, research and compile reports on prospective donors, help organize and execute successful outreach events, and assemble materials for donor mailings. Interested candidates should email their resume and cover letter expressing their interest in the position and mission of the organization to Zack Urevig at [zurevig@illinoispolicy.org](mailto:zurevig@illinoispolicy.org). While we

thank all applicants in advance for their interest in this position, we are only able to contact those to whom we can offer an interview. No phone calls, please. Added 9/29/2015.

### **The Laura Ingraham Show – Paid Internship**

*The Laura Ingraham Show* is seeking a paid intern. Interns will work closely with the producers on a variety of tasks and projects; this internship provides the opportunity to write blogs, pitch segments, vetting callers, and helping with scheduling. Ideal candidates will be detail oriented with strong writing and communication skills. To apply, please send cover letter and resume to Katherine Telford ([Katherine.lauraingraham@gmail.com](mailto:Katherine.lauraingraham@gmail.com)). Added 9/25/2015.

### **Congressman Walter Jones – Internship (Spring 2016)**

Congressman Walter Jones (NC-3) is currently seeking applicants for an unpaid internship in his Washington, DC office for the Spring 2016 term. Interns in the Washington office help draft constituent correspondence, attend briefings and Congressional hearings, and function as a key part of the staff. Interns also assist with answering phones, data entry and general office systems operations. The ideal candidate will be a college student or recent graduate who is motivated; is detail-orientated; possesses strong organizational, communication and writing skills; has a positive attitude; and has the ability to manage multiple tasks and work well under pressure in a team environment. Attention to detail as well as strong written and verbal communication skills are required. North Carolina ties are preferred. Interested candidates should apply at [www.jones.house.gov](http://www.jones.house.gov) by November 1, 2015. Added 9/25/2015.

### **Congressman Trent Franks – Fall Internship**

The Office of Congressman Trent Franks (R-AZ) seeks Fall 2015 interns for his Washington D.C. office. Candidates should be energetic, hard-working, eager to learn, and able to work in a fast-paced environment. Interns will be responsible for answering phones, speaking with constituents about legislative affairs, scheduling and giving Capitol tours, attending briefings, and supporting the legislative staff. Other responsibilities may include editing or writing briefs, doing research on current legislation, planning events on the Hill, and responding to constituent mail. Interested candidates should email a current resume to [Chelsea.Patterson@mail.house.gov](mailto:Chelsea.Patterson@mail.house.gov). Added 9/25/2015.

### **Judicial Watch – Spring Legal Internship**

Legal interns have the opportunity to work closely with our Legal Department and our FOIA lawsuits seeking information on such vital issues as the Benghazi scandal and voter fraud. Over the course of 8-10 weeks, interns will assist Judicial Watch's six attorneys and two paralegals with legal research, brief writing, drafting FOIA requests and administrative appeals, document review and analysis, initiating litigation, and a host of other key litigation responsibilities. If interested, please send a cover letter, resume, and a writing sample (no more than 10 pages) to Patrick Roy at [proy@judicialwatch.org](mailto:proy@judicialwatch.org). Added 9/22/2015.

### **Judicial Watch – Spring Investigations Internship**

Investigations interns at Judicial Watch are introduced to the structure of government agencies subject to the Freedom of Information Act (FOIA). Investigations interns learn about the nine FOIA exemptions, and how to draft FOIA requests accordingly. They also research the open records laws for state and local governments and use their findings to supplement requests at the federal level. Once the interns in the JW Investigations Department have been trained on proper FOIA protocol, they are encouraged to explore key issues of personal interest and/or open investigations under Judicial Watch's guidance. If interested, please send a cover letter, resume, and a 500 word writing sample to Patrick Roy at [proy@judicialwatch.org](mailto:proy@judicialwatch.org). Added 9/22/2015.



### **Judicial Watch – Spring Development and Fundraising Internship**

Judicial Watch's Development Department is seeking interns for its busy and growing fundraising development program to assist Development staff in the many day-to-day activities fundamental to raising over \$21 million for one of the leading conservative non-profit organizations in America. Development interns will gain experience and understanding in all aspects of non-profit fundraising, from direct mail, internet fundraising, and foundation grants, to major and planned giving programs. Interns will assist with a variety of tasks including donor correspondence, telephone calls to donors, writing and sending acknowledgement letters, major donor research and foundation grant writing. Interns will also gain a thorough knowledge about the importance of donor databases by assisting with data-entry, data clean up, donor coding and more. Interns must be politically conservative, detail oriented and willing to learn. If interested, please send a cover letter, resume, and a 500 word writing sample to Patrick Roy at [proy@judicialwatch.org](mailto:proy@judicialwatch.org). Added 9/22/2015.

### **The Philanthropy Roundtable – Research Intern (Paid, part time, virtual)**

This virtual part-time internship position will conduct high-level donor research to assist the development department at The Philanthropy Roundtable. The ideal candidate will have a strong interest in research and a flexible schedule to allow for an ample workload. This position does not require the candidate to live locally. Responsibilities will be to utilize Roundtable-provided research tools to compile lists of prospective members and their mailing information; conduct donor research on prospective members and prospective meeting attendees; and assist with preparation of lists for development mailings. Ideal candidates will be current college students or recent graduates, have one year experience (preferred, not required), uncompromised access to a computer, and experience working with Microsoft Office products (especially Excel). Experience with research tools like LexisNexis and Blackbaud ResearchPoint a plus. Up to 25 hour work week, based on the candidate's schedule. \$10/hour. Please send resume and cover letter detailing your interest in this position to Julie Drinkard, membership manager, at [jdrinkard@philanthropyroundtable.org](mailto:jdrinkard@philanthropyroundtable.org). Added 9/18/2015.

### **Bancroft PLLC – Paid Fall Internships**

Bancroft seeks college students to immediately join the firm as paid part-time interns for the fall semester. Hours are flexible and can be determined on a case-by-case basis. Primary responsibilities include: administrative duties, such as answering telephones, copying, scanning, and shredding documents; assisting with technology matters, including software and hardware troubleshooting; assembling binders for attorneys; filing tasks, such as document preparation and mailings; data collection for ethics matters and business development; marketing practices, including website design; and supporting billing and invoicing functions. However, because of the flexibility of our firm, responsibilities may also include: legal research, analysis, editing of briefs and documents, client development analysis, and preparation of strategic materials. Interns will likely be involved in substantive work for the firm and are expected to produce high-quality work product. The position requires outstanding analytical and organizational skills, strong writing ability, flexibility, and a willingness to work in a highly demanding and tight-knit team environment. Candidates are expected to demonstrate strong academic credentials and an interest in law, policy, and/or business. Interested persons should send a resume, cover letter, and unofficial transcript to Collan Rosier, Director of Policy & Research, at [crozier@bancroftpllc.com](mailto:crozier@bancroftpllc.com). The full internship description can be found here: <http://www.bancroftpllc.com/internships-at-bancroft/>. Added 9/15/15.

### **Congressman Steve Chabot – Fall Internship**

Congressman Steve Chabot (OH-01) seeks enthusiastic candidates for a fall internship in his Washington, D.C. office. Gain an inside perspective on Congress while answering phones,



processing and drafting constituent correspondence, and aiding Mr. Chabot's legislative staff as needed. There are also opportunities to attend Congressional hearings and briefings related to the Congressman's work as a member of the House Judiciary Committee, House Foreign Affairs Committee, and Chairman of the House Small Business Committee. Ohio ties and an understanding of Microsoft Office are preferred. Please email your resume, cover letter, and a writing sample to [oh01\\_internships@mail.house.gov](mailto:oh01_internships@mail.house.gov). Added 9/15/15.

**Congresswoman Mimi Walters – Fall Internship**

Congresswoman Mimi Walters (CA-45) seeks part-time interns to start immediately in her DC office. Responsibilities will include but are not limited to administrative duties, legislative research, helping with mail, assisting with tours and other constituent services. Preference is for an individual who can work part-time from now through December. California ties are preferred, but not necessary. If interested please send a resume and a brief cover letter to [InternshipsCA45@gmail.com](mailto:InternshipsCA45@gmail.com) with "Internship Application" in the subject line. Added 9/11/15.

**Congressman Jim Renacci – Fall Internship**

Congressman Jim Renacci seeks part time/full time hard working intern for fall 2015. Responsibilities include, but aren't limited to, answering phone calls, assisting with the mail program, providing constituent tours, attending various briefings, and providing research for the legislative staff. Qualified candidates will have exceptional writing skills, strong communication skills, ability to work in a fast paced working environment, and have an interest in learning more about the legislative process. Send a resume and a cover letter to [Stephen.Hostelley@mail.house.gov](mailto:Stephen.Hostelley@mail.house.gov). Ohio candidates are strongly preferred. Added 9/11/15.

**Rep. Lamborn – Fall Intern**

Congressman Doug Lamborn (CO-05) seeks a responsible, focused, self-motivated, enthusiastic, and organized Intern to start immediately. Applications will be considered on a rolling basis. Although internships are unpaid positions, interns are treated as full participants in the Congressional office. Duties will include, but are not limited to: answering phones, processing mail, researching issues, drafting correspondence, attending hearings and briefings, and maintaining the front office. Strong conservative values, writing and effective communication skills, as well as the ability to multi-task, are necessary. Current students are especially encouraged to apply. If you are interested, e-mail a resume to Chelsea Tessier at [CMT@mail.house.gov](mailto:CMT@mail.house.gov). Added 9/1/15.

**Rep. Walorski – Legislative Intern**

The office of Congresswoman Jackie Walorski (IN-02) is seeking full-time interns for her Washington D.C. office for Spring of 2016. Ideal candidate would be professional, dependable and possess a strong writing skills and work ethic. Responsibilities include phone assistance, constituent correspondence, Capitol tours and other legislative projects. Positions are unpaid and serve to provide professional and educational value to participants. Office is flexible in allowing interns to attend hearings and briefings as well as work with LA's on issues of their interest. Candidates must be willing to work in a fast-paced environment and be interested in learning more about the legislative process. Please send resume and cover letter to [internship.in02@gmail.com](mailto:internship.in02@gmail.com). No phone calls, please. Added 9/1/15.

**Rep. Walorski – Communications Intern**

The office of Congresswoman Jackie Walorski (IN-02) is seeking a full-time communications intern for her Washington D.C. office for Spring of 2016. Ideal candidate must possess strong writing skills, be detail-oriented and professional. Intern will work directly with the

communications director and members of the media. Responsibilities would include writing releases, monitoring social media and developing media strategies. Position is unpaid and serves to provide professional and educational value to participants. Office is flexible in allowing intern to attend hearings and briefings as well as work with LA's on issues of their interest. Potential applicants must be willing to work in a fast-paced environment and be interested in learning more about the legislative process. Candidates with photography and graphic design experience strongly encouraged to apply. Please send resume and cover letter to [internship.in02@gmail.com](mailto:internship.in02@gmail.com). No phone calls, please. Added 9/1/15.

**Rep. Mark Meadows – Internship**

The office of Congressman Mark Meadows (NC-11) seeks interns for the Washington, DC office. Ideal candidates will have excellent written and verbal communication skills as this position involves significant constituent interaction. Applicants must be detail oriented, professional, and highly organized. Responsibilities include scheduling and conducting Capitol tours, processing constituent mail, answering phones, conducting general administrative tasks, and supporting policy staff with various projects. Southern/North Carolina ties preferred but not required. Interested applicants may email Martha Van Lieshout at [Martha.VanLieshout@mail.house.gov](mailto:Martha.VanLieshout@mail.house.gov), with a cover letter and current resume.

**Media Research Center – MRCTV Internship**

The Media Research Center, America's Media Watchdog, is looking for conservative-minded students and recent grads to join our team to help expose media bias in a professional environment. Specifically, our MRCTV division is looking for interns who can assist with blogging, writing, public relations, and video. Our challenging and competitive PAID internship program will provide you the training and hands-on experience you will need to succeed in the fast-paced, demanding world of media and public policy. If you have excellent writing skills, knowledge of current events, and a passion for conservative principles, then the MRC wants you! Located just miles from the nation's capital on the new Metro Silver Line, the MRC works to bring balance and restore responsibility to the media industry. Apply today at [www.mrc.org/internships](http://www.mrc.org/internships)

**Media Research Center – Analysis Internship**

The Media Research Center, America's Media Watchdog, is looking for conservative-minded students and recent grads to join our team to help expose media bias in a professional environment. Specifically, our News Analysis Division is looking for interns who can assist with news analysis, blogging, and writing. Our challenging and competitive PAID internship program will provide you the training and hands-on experience you will need to succeed in the fast-paced, demanding world of media and public policy. If you have excellent writing skills, knowledge of current events, and a passion for conservative principles, then the MRC wants you! Located just miles from the nation's capital on the new Metro Silver Line, the MRC works to bring balance and restore responsibility to the media industry. Apply today at [www.mrc.org/internships](http://www.mrc.org/internships)

**Media Research Center – Latino Internship**

The Media Research Center, America's Media Watchdog, is looking for conservative-minded students and recent grads to join our team to help expose media bias in a professional environment. Specifically, we are looking for candidates proficient in the Spanish language to write and blog for our new program, MRC Latino. Our challenging and competitive PAID internship program will provide you the training and hands-on experience you will need to succeed in the fast-paced, demanding world of media and public policy. If you have excellent writing skills, knowledge of current events, and a passion for conservative principles, then the MRC wants you! Located just miles from the nation's capital on the new Metro Silver Line, the

MRC works to bring balance and restore responsibility to the media industry. Apply today at [www.mrc.org/internships](http://www.mrc.org/internships)

### **Shirley and Banister Public Affairs – Internship**

The interns support the account executives in a variety of areas: participating in the morning staff meeting to review the day's newspapers and TV coverage for items that may affect Shirley & Banister clients; creating media contact lists thru the software program Vocus; contacting TV and radio producers to set up interviews for clients; contacting reporters to pitch stories about clients; researching political candidates' positions; drafting press releases for review by account executives; sending out press releases; attending client events in town and helping with media setup; researching online for stories that might benefit clients; researching media clips of client interviews (via our subscription to TV Eyes) whether on TV or radio. Please send cover letter and resume to [tleonard@sbpublicaffairs.com](mailto:tleonard@sbpublicaffairs.com)

### **Institute for Humane Studies – Development Intern**

The Institute for Humane Studies (IHS) and Mercatus Center at George Mason University seeks a development intern to join our fundraising team. The intern will assist the IHS and Mercatus fundraising teams with day-to-day operations by identifying potential prospects through researching donors, assisting with donor mailings, and updating donor information. A development internship offers an introduction to nonprofit fundraising and real-world experience with databases, project management, and donor research. Responsibilities Include: assisting with donor research; assisting with thanking donors; assisting with donor mailings; making event invitation phone calls; data entry. Requirements Include: Ability to learn a new customer management database; familiarity with Microsoft Office; superior research and organizational skills; excellent attention to detail; an interest in economics and public policy. Benefits: A 20-40 hour work week; hands-on experience in a dynamic, visible research center.

[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=1092528&B\\_ID=91&fid=1&Adid=0&ssbgcolor=FFFFFF&SearchScreenID=2322&CountryID=3&LanguageID=2](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=1092528&B_ID=91&fid=1&Adid=0&ssbgcolor=FFFFFF&SearchScreenID=2322&CountryID=3&LanguageID=2) Added 8/25/15

### **Rep. Joseph Pitts – Fall Internships**

The office of Congressman Joseph Pitts (PA-16) is currently seeking three interns for the Fall with excellent constituent relations experience to start as soon as possible. Primary duties will include but are not limited to leading Capitol tours, answering phones, and assisting in managing constituent correspondence and administrative operations. Congressman Joseph Pitts is chairman of the Energy and Commerce Health subcommittee and a member of two other Energy and Commerce Subcommittees. He is also a co-chairman of the Tom Lantos Human Rights Committee, therefore, the office is always busy. Ideal candidates will be college students or recent graduates who are team-oriented, hard-working, outgoing, detail-oriented, enthusiastic, and eager to learn. Interns will gain more understanding about the legislative process and valuable experience for future endeavors. This is an unpaid internship. Pennsylvania ties are preferred but NOT required. To apply please send your resume, cover letter, transcript (unofficial is acceptable), and 1 – 3 page writing sample to [MaryBeth.Waddell@mail.house.gov](mailto:MaryBeth.Waddell@mail.house.gov). Please use the subject line “Internship Application” and also include the dates and hours you are available. Applications will be accepted on a rolling basis.

### **Americans for Tax Reform – Paid Internship**

Americans for Tax Reform offers the chance to work alongside some of the best political advocates in Washington, as well as the opportunity for increasing responsibility. Interns are assigned to work on policy issues side by side with members of our staff. As a key part of the ATR team, interns work on projects such as the Taxpayer Protection Pledge (both federal and

state candidates pledge not to raise taxes). Interns also have the opportunity to work on the Cost of Government Day, a report identifying and calculating government spending as a cost to taxpayers, and the International Property Rights Index, a report on the status of intellectual and physical property rights worldwide. If you are interested in developing/bolstering your writing portfolio, there are numerous writing opportunities at ATR to take advantage of. Many interns due to their work have been showcased on Drudge Report, The Daily Caller, The Washington Times, and other political publications! Qualifications: Duties include, but are not limited to, legislative and political research, drafting policy briefs, writing press releases, blogging, attending meetings, and assisting with events. Applicants must be organized, responsible, independent, and effective under deadlines. Exceptional written, social media, and oral communication skills are essential. Interns are required to have a professional demeanor and phone manner. Applicants should have a strong interest in tax reform and economic policy, and a fundamental orientation toward liberty. ATR accepts applications from undergraduate and graduate students of all majors. Full-time and part-time interns are paid hourly. The positions can be taken for credit through the applicant's home university or college, coinciding with spring, summer, and fall semester dates. Office Location: Our offices are ideally located at 722 12th Street, NW, in the heart of Washington D.C. ATR is Metro accessible-located across the street from Metro Center. To apply, please submit our application form found here: [www.atr.org/internapply](http://www.atr.org/internapply)

### **The Pinkston Group – Spring 2016 Internship**

College students in their junior year or higher who are studying communications, political science, journalism or similar majors are encouraged to apply for an internship with the Pinkston Group. Interns will have the opportunity to gain experience by assisting in numerous aspects of a PR agency's day-to-day activities, including, but not limited to, media relations, social media management, digital communications, press releases and book publicity. Strong written and verbal communication skills and attention to detail are a must. Proficiency in Microsoft Office, Word and Excel is necessary. The ability to prioritize tasks and focus on multiple projects and deadlines simultaneously and the ability to interact professionally with colleagues and to show good judgment are also required. Interns should have an interest in politics, communications and current events. Internships are available in the spring (February to May), summer (June to August) and fall (September to November) — exact dates are flexible. Full- and part-time opportunities are available. Course credit is available upon request. Please note, all interns must live and work in the Northern Virginia area. The Pinkston Group does not provide housing and is not easily accessible by the Washington D.C. Metro. Parking is available. If you are interested in applying, please send a résumé and cover letter to [intern@pinkstongroup.com](mailto:intern@pinkstongroup.com). For an online description, please visit <http://pinkstongroup.com/careers/internships>. Added 8/7/15.

### **Georgia Center for Opportunity – Social Media Intern (Norcross, Georgia)**

Georgia Center for Opportunity (GCO) is an independent, non-partisan policy research organization that develops solutions leading to social and economic opportunity in the state of Georgia. GCO is seeking a Social Media Intern to assist the organization in improving and maintaining a social media presence across the various relevant social media platforms in a way that engages our current audiences while increasing our reach and influence. It is expected that a candidate for this internship will be available 10-15 hours each week. Responsibilities include: managing existing social media profiles; creating and managing new profiles and pages as needed; assisting with developing and executing a strategic plan to increase the organizations friends and followers; tracking growth and impact of the organizations social media presence; responding to comments and messages; and reporting the results of the organization's social media activity to the team. For a full description, list of qualifications, and to apply, please visit <http://georgiaopportunity.org/opportunities/social-media-intern/>. Added 8/7/15.

**Cato Institute – Internship**

The Cato Institute is seeking interns for the summer, fall and spring terms. Responsibilities include research assistance to Cato’s policy directors, assisting at Cato events, some clerical chores, attendance at Cato events, and weekly seminars and readings. Candidates should be undergraduates, regardless of major, recent graduates, or graduate students who have a strong commitment to individual liberty, private property, free markets, peace, toleration, and limited government. The monthly stipend is \$700 paid in two monthly installments. [Information on the program is available online.](#) If you require additional information, please e-mail [intern@cato.org](mailto:intern@cato.org).  
Added 8/4/15.