

# Partnership for Public Service

## Public Service Fellows Internship Program

Please see below for an opportunity to intern with the federal government. This is open to current students *and* graduates. Please note that students cannot receive GCSW credit for participation in this program. Note also that Ann Liberman and/or I will follow up with you in the Fall about another federal government opportunity - the Presidential Management Fellowship. Keep an eye out for notices from us about this.

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The Public Service Fellows internship program is an opportunity for undergraduate and graduate students as well as recent graduates to contribute to the Partnership's mission while developing valuable professional skills.

Fellows work in a fast-paced, collaborative environment; their responsibilities vary across the Partnership's internal teams but often include event planning and execution, conducting research, writing and preparing correspondence, and conducting outreach to external partners, such as government agencies and colleges and universities. Additionally, there is time allocated to support the organization by taking shifts to staff the front desk and assisting other teams as needed.

The program also incorporates opportunities for professional and personal growth through workshops and trainings specifically geared toward students and young professionals.

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### Who Should Apply

The Partnership strives to be an inclusive organization that fosters learning, collaboration and respect. We actively recruit for diversity in our workplace, believing that a range of backgrounds, perspectives and experiences contributes to our mission of revitalizing government.

We seek extraordinary undergraduate students, graduate students and recent graduates with:

- A commitment to public service;
- Strong written and oral communication;
- Analytical thinking; and
- An ability to work well in teams.

There is no single academic major or background we prefer over another—if you share our passion and are committed to developing your skills while gaining valuable experience, we want to hear from you!

**All fellowship positions are physically located in Washington, D.C. at the Partnership’s office. There are no current opportunities for fellows to work remotely. Applicants must be willing to relocate to Washington, D.C. for the duration of the term. Please note that the Partnership does not provide housing or relocation assistance for fellows.**

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## How to Apply

Before applying, carefully read the internship position descriptions to determine which position(s) you are best qualified for and most interested in pursuing. While each position requires a commitment to public service, the descriptions detail the skills and competencies necessary for each particular position.

**You may only *apply* to one internship position per term** but will have a chance to indicate your interest in other positions on the application form.

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## Selection Process

The applicant review and selection process depends on the number of applicants, though we strive to conduct interviews (including phone and video interviews) and have offers extended within a month after the application deadline. Applicants are encouraged to apply early, as we do review resumes on a rolling basis and reserve the right to fill positions before the application deadline.

### Dates

#### **Spring 2015: January – May\***

Application Period:

September 23 through October 24

Notification:

Early December

#### **Summer 2015: May – August\***

Application Period:

January 5 through February 27

Notification:

Early April

**Fall 2015: September – December\***

Application Period:

May 18 through July 10

Notification:

Early August

\*Please note that the exact start and end dates of fellowships may vary depending upon a team's needs and an applicant's availability within the given terms. We will work with individuals based on academic or work-related reasons.

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## **Compensation**

Fellows receive the following stipends:

- Full time fellows with an undergraduate or graduate degree will receive a \$1000 per month stipend
  - Full time fellows who are currently undergraduate students will receive an \$800 per month stipend
  - Part time fellow stipends will be pro-rated accordingly
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## **Contact Information**

For more information about the Public Service Fellows internship program or for questions about your application, please contact:

*Mollie Allers, Christina Francisco and Patrick Moniz*

*Program Coordinators*

*(202) 775-9111*

[fellows@ourpublicservice.org](mailto:fellows@ourpublicservice.org)

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## **Internship Position Descriptions**

### **Center for Government Leadership**

The Partnership's Center for Government Leadership team prepares federal leaders to solve national challenges by driving innovation, inspiring employees and delivering results through its Excellence in Government Fellows Program, Partnership Leadership Seminars, cultural transformation initiatives and custom programs for various federal agencies.

CGL fellows contribute to a full range of team activities from aiding program evaluation, processing enrollment, planning events to organizing logistics and preparing materials for internal and external programs. Additionally, CGL fellows have the opportunity to attend sessions associated with our various programs for learning and professional development purposes.

Strong communication, customer service, writing and organizational skills are required, as well as an ability to adapt and collaborate. Ideal candidates will have an interest in organizational and/or leadership development.

## **Communications**

The Partnership's communication efforts are designed to change public perceptions, educate the public about the need for a high-performing government and help connect citizens to their government. In addition, the communication team ensures that Partnership programs and activities are heard, understood and are actionable.

The Communications fellows are integral members of the Communications team and assist with writing, editing and brainstorming new ideas. These fellows generate the Partnership's daily electronic newsletter, help the team plan and execute events from start to finish, including the Partnership's annual Samuel J. Heyman Service to America Medals, manage the Partnership's social media outreach, and assist with our email marketing, event invitations and constituent database (Salesforce). This is a terrific opportunity for individuals who are interested or have experience in communications, marketing or event planning.

The ideal candidate is outgoing, detail-oriented, a team player and has excellent writing, organization and public speaking skills. You will have the opportunity to develop marketing experience by representing the Partnership to the public and also gain experience using CRM and email marketing systems, two highly marketable skills for communications professionals.

## **Development**

The Partnership's fundraising efforts extend across the organization and focus on ensuring long-term financial viability. The Development team identifies, cultivates and secures financial and in-kind support for the Partnership's programs and activities.

The Development fellow will learn the basics of nonprofit funding and relationship management. Your efforts will support the cultivation of new corporate partnerships as well as our work with foundations and individual donors.

Specific responsibilities will include: identifying and researching prospective sponsorship opportunities; drafting correspondence related to Partnership programs including the Samuel J. Heyman Service to America Medals; providing logistical support for a wide variety of events; preparing for and observing meetings with external stakeholders; supporting our major gifts program by compiling mailings; tracking incoming donations with our customer relationship

database (Salesforce); and drafting donor correspondence. Exceptional written and spoken communication skills are essential.

## **Education and Outreach**

The Partnership's Education and Outreach team works to transform recruiting and hiring practices across government and to educate and inspire top talent about federal opportunities. Our work with the Call to Serve network of federal agencies and colleges and universities, includes workshops, webinars, trainings, student ambassadors and more is designed to help build federal agencies capacity to recruit, hire and retain top talent.

Duties of a fellow on our team will vary, but may include: researching and developing new materials and resources, updating website content, compiling and analyzing data, maintaining organizational contacts, and assisting with event planning. Qualified applicants will be team players with outstanding written and verbal communication skills, strong attention to detail and excellent time-management abilities.

## **Government Affairs**

The Partnership's Government Affairs team promotes the Partnership's priorities on Capitol Hill and encourages congressional oversight and legislative reforms to improve federal workforce management. The Partnership testifies regularly before congressional committees and supports legislation to streamline the federal hiring process, strengthen federal leaders and improve the federal workplace.

The Government Affairs Fellow follows current legislation, researches and writes memos on issues of importance, attends congressional hearings and participates in the planning and staffing of key Partnership events. As a Government Affairs Fellow, you will learn more about the legislative process and walk away with a greater understanding of federal workforce policies and implications.

## **Government Transformation and Agency Partnerships**

The Partnership's GTAP team works directly with our federal stakeholders and partners to tackle the government's toughest management challenges. Our team members organize interagency and cross-sector roundtable discussions, advise agencies to help improve employee engagement for better organizational results, and provide leadership development to federal leaders.

GTAP fellows play a key role in helping us deliver our programs and services to federal audiences and can expect to gain competencies in event planning and logistics; data collection, analysis, and synthesis; presentation development and delivery; CRM database management; customer service and relationship management and improved written and verbal communication skills.

GTAP programs include Best Places to Work advisory services, the Federal Human Capital Collaborative, Emerging HR Leaders Forum, Strategic Advisors to Government Executives

(SAGE), Ready to Govern and various other federal management initiatives. Applicants should possess strong customer service, organization and time-management skills, in addition to proficiency with Microsoft Office Suite.

## **Human Resources**

The Human Resources Fellow will gain experience in a wide range of human resources generalist functions and get exposure to the operations of an internal HR department of one. Specifically, the Human Resources Fellow will support the HR Manager with recruitment, hiring, on-boarding and activities related to the year-end benefits open enrollment process. Additional responsibilities may include researching and drafting policies, updating HR process documents, filing, scheduling and support for front desk operations.

The ideal candidate should possess strong customer service, organization and time-management skills, in addition to proficiency with the Microsoft Office Suite. Candidates should be able to work independently and in a team setting and must show a demonstrated ability to handle confidential information with discretion and professionalism. Candidates working toward a degree in human resources or a closely related field preferred.

## **Research**

The Research Fellow works closely with the team to help produce the Partnership's unique series of high-visibility reports, insightful issue briefs, original surveys and innovative research projects, such as the Best Places to Work in the Federal Government® Rankings.

You will play a key role in data collection, analysis and editing of reports and background research. Research Fellows also respond to data requests from other teams within the Partnership, analyze and manipulate our large datasets, attend interviews with a range of federal employees and assist in event planning for report releases and project-specific focus groups.

The fellows' term would ideally begin in early August and extend through December 2014, with a commitment for the full term. Social science research experience preferred; Excel and/or SPSS skills a plus.

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