

## Summer 2015 Foreign Affairs Internship

[www.psaonline.org](http://www.psaonline.org)

Period: June to mid-August

In partnership with the [Jeffrey A. McLean Foundation](#), PSA is now accepting applications for one **paid** Foreign Affairs Intern. The period of the internship is June through mid-August 2015. Candidates must be currently enrolled as undergraduate or graduate students. **Applications are due April 30<sup>th</sup>, 2015.**

The internship will require 40 hours per week over 10 weeks and includes a stipend of \$2,400 per month.

PSA is a nonprofit founded by former US representative Lee Hamilton and the late US Senator Warren Rudman to advance bipartisanship on today's national security and foreign policy challenges. Leveraging the leadership of its distinguished Advisory Board, PSA has unique credibility and access to forge common ground and fashion thoughtful, fact-based policy that promotes America's national interests. PSA works on a broad range of key policy issues such as nuclear nonproliferation, Middle East policy, energy security, international organizations, and more. PSA works heavily with Capitol Hill offices, the executive branch, and the NGO community.

The [Jeffrey A. McLean Foundation](#) provides economically challenged college students the means to participate in internships and the opportunity to advance their careers. The foundation works with state and community colleges, small businesses, and non-profit organizations to build college-to-business partnerships to help ensure that all college students, regardless of circumstance, have an opportunity to succeed.

At PSA, interns will have the opportunity to participate in a close team environment and gain first-hand exposure to and knowledge of the DC political and policy establishments. In addition, interns will leave PSA with practical experience in the day-to-day running of a nonprofit organization.

### Intern Responsibilities:

- Research future bipartisan policy statements on key foreign policy and national security challenges;
- Help draft organizational newsletters, press releases, event invitations, talking points and other materials supporting PSA initiatives;
- Work with the media to promote coverage of PSA's activities; track media references and coverage;
- Help plan, organize and run events promoting PSA statements and other projects;
- Assist with PSA's Capitol Hill education programs;
- Attend and report on relevant events in the DC area;

- Help manage the organization's online presence and advocacy tools; including the PSA website, the blog, Facebook account and Twitter account;
- Contribute to PSA's blog on national security and foreign policy issues, "Across the Aisle."

Qualifications:

The ideal candidate will be a bright, highly-motivated individual with a strong academic background, a demonstrated passion for U.S. foreign policy and national security issues, and a keen interest in Capitol Hill. In addition, candidates should have the following background and qualities:

- Self-starter with a demonstrated ability to work independently;
- Ability to take on several diverse tasks at once;
- Superior organizational skills;
- Experience with social media, marketing, web design, and HTML;
- Demonstrated written and oral communications skills;
- Ability to work on a team in a close-knit environment;
- Strong familiarity with current foreign policy and national security issues;
- Strong commitment to PSA's bipartisan principles;
- A sense of humor

To qualify:

Applications are due **April 30, 2015** to [vacancy@psaonline.org](mailto:vacancy@psaonline.org) with email subject "McLean Internship." Candidates must submit:

- A completed [Jeffrey A. McLean Foundation form](#) (listing Partnership for a Secure America as the "Sponsoring Organization"),
- Two letters of recommendation,
- A one-page statement on what you hope to get out of a summer internship experience,
- A personal essay on your interest in the PSA internship,
- Statement of Financial Need (FAFSA),
- Academic Transcript,
- Resume.