

The Baker-Dole Leadership Program



BIPARTISAN POLICY CENTER

The Bipartisan Policy Center offers full-time summer, and part-time fall and spring internships every academic semester.

BPC offers students a chance to work in Washington, D.C. alongside its policy experts and across a range of different issue areas. Throughout the internship program, students get a chance to deeply engage with policy research, attend BPC and other local events, and witness policy development in the nation's capital.

Qualified candidates will be highly motivated and energetic self-starters. Interns will assist individual projects and departments in several capacities and should be enthusiastic about working on a variety of tasks. Candidates must be team players and express an interest in at least one of BPC's various policy projects or functional areas.

Internship opportunities are available within the following teams:

- Communications
- Democracy Project
- Development
- Early Childhood Initiative
- Economic Policy Project
- Energy Project
- Evidence-Based Policymaking Initiative
- Financial Regulatory Reform Initiative
- Government Relations, BPCAction
- Health Project
- Immigration and Cross-Border Policy Project
- Housing and Infrastructure

For more information, visit bipartisanpolicy.org/internships



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FALL AND SPRING PROGRAMS

During the fall and spring semesters, internships are part-time and unpaid. Applicants must currently be enrolled in an undergraduate or graduate program. Fall and spring internship hours are flexible, allowing students to gain valuable experience while maintaining their regular class schedules. Interns will provide functional support, conduct research, and work directly with project analysts and staff in various capacities.

SUMMER PROGRAM

BPC has a robust summer internship program. Interns work full time and are assigned to a specific BPC project or functional area. Summer interns will receive a \$2,500 stipend for ten weeks of work and must be rising juniors or above but are not required to be enrolled in school at the time of application. Non-U.S. citizens are eligible to apply but must have a valid work permit or visa verifying eligibility to work in the United States. We do not offer visa sponsorship.

Intern responsibilities include but are not limited to providing administrative support, assisting with events and meetings, conducting research and assisting with the development and writing of reports, white papers, and proposals. While interns work closely with their assigned project teams, there are also opportunities to learn from and be exposed to the wide range of issues addressed by the organization. BPC encourages interns to attend off-site events and to participate in educational opportunities with fellow staff.

APPLICATION PROCESS

Applications are reviewed on a rolling basis until a qualified candidate has been identified. Please submit all required materials in **one** PDF file via email to bpcinternships@bipartisanpolicy.org. Please do not send multiple submissions. Incomplete applications will not be considered. *Due to the number of applications received, we are unable to contact those who have not been selected for an internship.* No phone calls, please.

Required materials:

- Cover Letter – please indicate your two areas of interest from BPC’s project and functional areas listed above.
- Resume.
- Relevant writing sample (3-5 pages).
- College or university transcript (unofficial is acceptable).
- Phone and email contact information for two professional references, including a professor or other individual familiar with your work.

APPLICATION DEADLINES

- Spring internships: January 11
- Summer internships: March 1
- Fall internships: September 1



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bipartisanpolicy.org | (202) 204-2400

1225 Eye Street, NW Suite 1000 | Washington, D.C.

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