

POSITION DESCRIPTION

Position: Research Intern
Department: Foundation
Location: Washington, DC

Summary:

Software.org: the BSA Foundation is an independent and nonpartisan international research organization established to help people better understand the impact software has on our lives, our economy, and our society. Headquartered in Washington, DC, the foundation publishes studies that examine the intersection of software and society, and it engages with policymakers and the public to inform policies that can stay ahead of cutting-edge technologies. The foundation also works directly to empower the workforce of tomorrow by encouraging a diverse community of young coders and working to increase opportunities for training and skills.

The Research Intern will work as part of a small team on activities that support Software.org's goals, priorities, and reputation. The intern will develop knowledge of Software.org, its supporters, and the foundation's key emerging technology policy issues, including artificial intelligence, data privacy, cybersecurity, quantum computing, workforce development, and more. This is an exciting opportunity to gain hands-on experience in public policy. Candidates must be able to work at least twenty (20) hours a week with the flexibility to work additional hours if desired.

To apply, please send your resume, cover letter, and a brief writing sample to jobs@software.org.

Professional Experience and Qualifications:

- Undergraduate or graduate status at an accredited University required.
- Rising junior, senior or graduate student preferred.
- Interest in global software industry and public policy.
- Eager to thrive in a fast-paced environment, collaborating effectively with Software.org staff.
- Strong writing and analytical skills, oral communications, and listening skills.
- Attention to detail along with excellent organizational and problem-solving skills.
- Proficiency in Microsoft Office Suite.
- Excellent internet research skills.
- Ability to work in a team environment.
- Must possess a proactive, can-do attitude.
- Sense of humor helpful.
- Previous work or internship experience a plus.

Key Responsibilities:

- Assist the Software.org team with their daily work and activities including attending relevant events.
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- Conduct research on policy issues.
- Draft memos to the Software.org team on assigned topics.
- Update internal databases and tracking documents.
- Other special projects as-needed.

About Software.org Benefits:

Software.org offer benefits for our interns, including:

- SmartBenefits Travel Subsidy
- Exceptional 401k plan employer contributions
- Professional development funds
- Casual dress
- And much more!

How to Apply:

To apply for this position, please submit your resume to jobs@software.org. Include the position title and location in your Subject Line.

Software.org is an Equal Opportunity Employer and values diversity. We embrace and reflect diversity in our staff and seek skilled individuals who are motivated and passionate about the industry, our work and expansive community.

Thank you for your interest in career opportunities at Software.org: the BSA Foundation!

Posting Date: February 11, 2020

