



1001 CONNECTICUT AVE # 704
WASHINGTON, D.C. 20036
PHONE: 202-898-0310
WWW.CIVICLLC.COM

Semester Fellow

About Civic

Civic LLC (formerly Civic Enterprises) is a bipartisan ideas company specializing in innovative initiatives at the cutting edge of domestic, economic, and international policy. We work to raise high school graduation rates, expand national service, increase civic engagement, and prepare Americans for the future of work. We partner with think tanks, foundations, nonprofits, corporations, and elected officials to develop and advance new ways to solve emerging problems.

Civic works on every aspect of making ideas happen: policy development, policy analysis, issue research, strategic communications, coalition building, and strategy. The Civic team includes talented leaders, researchers, and policymakers who have run foundations and think tanks and served as senior advisors to Presidents, Governors, and Members of Congress. Our Policy Council taps some of the best minds in the country, with broad experience in a range of domestic and economic and international policy arenas.

For more information about Civic, visit www.civicllc.com.

Job Description

We work ensure that our fellows have a meaningful and interesting experience. All fellows at Civic perform a variety of roles to ensure the successful completion of policy projects. Chief among them is serving as a research assistant, which includes research and writing related to a number of projects. Other daily tasks may include:

- Conducting academic and online research;
- Collecting, processing, and synthesizing said research into memos or brief reports to guide client strategic planning and inform discussions;
- Assisting in surveys, grant proposals or editing report drafts as needed;
- Regularly updating staff members on projects' progress to date;
- Attending staff meetings and shadowing senior staff at outside events or speaking engagements;
- Assisting with social media, website updates, media outreach and other publicity with members of the team; and
- Administrative support as needed.

Civic hires a full-time fellow each spring, summer and fall. Fellows typically work 10-12 weeks and are available to work in Eastern Time, but the position length and schedule can be flexible.

This is an unpaid, fully virtual position.

Requirements

- Strong qualitative and analytic skills;
- Sharp research skills using both web-based and published materials;
- Keen attention to detail and data accuracy;
- Excellent oral, written and interpersonal skills;
- Ability to work independently and in teams;



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- Highly motivated and a self-starter; and
- Microsoft Office Suite proficiency.
- *Familiarity with government and nonprofit data sources is a plus.*

Applying

Please send cover letter, resume, and a brief writing sample (3 pages max) to jobs@civicenterprises.net. Subject line should read: “**Fellow Application.**”

Anti-Discrimination Policy and Commitment to Diversity

Civic seeks individuals of all ethnic, racial, and socioeconomic backgrounds to apply for this position. We are committed to maximizing the diversity of our organization and hiring individuals who perform at the highest levels.