



FOREIGN POLICY JOBS: FROM K STREET TO THE HILL

Tool Book

“By developing a citizenry that is enlightened and informed about international relations, the Foreign Policy Association performs an invaluable service to our country.”

– President Ronald Reagan





The Foreign Policy Association Global Career Boot Camps provide internationally minded individuals with the tools needed to realize successful careers in global affairs.

Established by the renowned Foreign Policy Association, Global Career Boot Camps offer specialized courses, networking opportunities and invaluable access to insider information for the next generation of global professionals.

No other institution gives you the practical information you need to prepare for, break into, or navigate your career in international affairs.



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WEBLINKS

www.bradtraverse.com - The Brad Traverse Group. No need to look further. Best in the biz. \$5/month subscription fee w/one-time \$10 registration fee. More than 2,500 jobs, updated daily.

INTERNATIONAL / FOREIGN AFFAIRS

<http://www.fpa.org/jobs> Foreign Policy Association's Global Job Board

http://www.devex.com/ua_about_us

The United Nations Development Group (UNDG) unites 32 UN funds, programmes, agencies, departments, and offices

<http://www.undg.org/index.cfm?P=1032>

United Nations And Other International Organizations - <http://www.State.Gov/P/To/Empl/>

The National Democratic Institute for International Affairs <http://www.ndi.org/employment/currentemploy.asp>

International Association Of Business Communicators (US and Worldwide) http://www.iabc.com/messages/job_postings/1.html

<http://www.interaction.org> (for jobs in international relief and development)

<http://www.dev-zone.org> (international)

<http://ReliefWeb.net> (international)

<http://www.IntJobs.org> (international)

<http://www.developmentex.com> (international)

<http://www.internationaljobs.org/hotjobs.html>

INTERNATIONAL RELIEF ORGS

Academy for Educational Development - DC & International

Action Against Hunger – [Jobs & Internships](#) – New York & International

ActionAid USA

American Jewish World Service – DC, New York & San Francisco

American Red Cross – [dozens of opportunities in DC area](#); many more nationwide/international

American Refugee Committee International

Bill & Melinda Gates Foundation (search DC location, or as noted)

Bread for the World

CARE – [multiple opportunities](#) in major US cities & International

CHF International

Doctors Without Borders

FINCA International: DC-based

International Medical Corps

International Rescue Committee

Lutheran World Relief - Baltimore, MD

Malaria No More

ONE Campaign

Oxfam America

Save the Children

UNICEF USA – New York

Water.org

World Vision – [multiple program & admin opportunities](#) in DC area

HUMANITARIAN ORGANIZATIONS

Amnesty International <http://www.amnesty.org/en/jobs_all/internships>

American Jewish World Service<http://www.ajws.org/who_we_are/jobs/2010_summer_internship.html>-

DC, New York & San Francisco - Mar. 1

American Red Cross <<https://www.americanredcross.apply2jobs.com/index.cfm>>

and Intern, International Humanitarian Law<<https://www.americanredcross.apply2jobs.com/index.cfm?fuseaction=mExt...>>

Campaign for Innocent Victims in Civil Conflict<<http://action.civicworldwide.org/t/9574/signUp.jsp?key=3686>>-

CARE<<http://tbe.taleo.net/NA5/ats/careers/jobSearch.jsp?org=CAREUSA&cws=8>>(scroll down) - DC, Atlanta, GA and other major cities

CHF International <<http://www.chfinternational.org/faqs>>

FINCA International<http://www.farmsanctuary.org/get_involved/jobs/intern_listings.html>-

select Internship category



Friends of the Global Fight Against AIDS, Tuberculosis & Malaria<<http://www.theglobalfight.org/#/careers/>>
 Global Action for Children<http://www.globalactionforchildren.org/index.php/pages/about/jobs_int...>
 InterAction <<http://www.interaction.org/interaction-internship-program>>
 International Medical Corps<<http://www.imcworldwide.org/Page.aspx?pid=494>>- click on *headquarters opportunities* - note: links appear not active when you mouse over them, but click and you'll get results
 International Rescue Committee<<http://tbe.taleo.net/NA2/ats/careers/jobSearch.jsp?org=IRC&cws=1>>- DC and other cities - search *intern* category
 International Rights Advocates<<http://www.iradvocates.org/internships.html>>
 Malaria No More <<http://www.malarianomore.org/info/jobs>>
 National Peace Corps Association<<http://www.peacecorpsconnect.org/internships>>
 ONE Campaign <<http://www.one.org/c/us/about/896/>>
 Oxfam America<<http://www.oxfamamerica.org/whowear/jobs/available-positions/climate...>>- Climate Change Intern
 PATH<<http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.we...>>- DC & Seattle, WA
 Plan USA <<http://www.planusa.org/jobopps>> - Warwick RI - DC?
 Refugees International<<http://www.refintl.org/who-we-are/jobs-fellowships-internships/intern...>>
 Results Educational Fund<http://www.results.org/about/jobs_and_internships/>
 Save Darfur Coalition <<http://www.savedarfur.org/pages/jobs>>
 Save the Children<<http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.we...>>- DC & Westport, CT
 Share Our Strength <<http://strength.org/about/jobs/>>
 Sojourners <http://www.soho.net/index.cfm?action=about_us.internships>-
 United Nations World Food Program<<http://www.wfp.org/about/vacancies/internship>>
 USAID <<http://www.ghfp.net/content.fsp?id=40882>> - Global Health Internship/Fellowship - Feb. 5
 US Committee for the UN Development Program<<http://www.undp-usa.org/about/intern.html>>
 Visions In Action<http://www.visionsinaction.org/index.php?option=com_content&task=view...>
 WaterAid America<http://www.wateraidamerica.org/get_involved/volunteer.aspx>- DC & New York
 World Vision<<http://www.worldvision.org/content.nsf/about/hr-internships-locations...>>- DC, Federal Way Washington & other major cities

INTERNATIONAL & DOMESTIC POLICY THINK TANKS

- 1) Africa Policy Information Center<<http://www.africaaction.org/about/jobs.php>>
 - 2) American Council for Voluntary International Action<<http://www.interaction.org/interaction-internship-program>>
 - 3) American Enterprise Institute<<http://www.aei.org/aei-website/managed-content/site-pages/about/inter...>>-
 - 4) American Foreign Policy Council <http://www.afpc.org/about_us/opportunity/1>
 - 5) American Institute for Contemporary German Studies<<http://www.aicgs.org/about/internships.aspx>>—also note Development Intern <<http://www.aicgs.org/about/opportunities/devintern.aspx>>
 - 7) America Speaks< <http://americaspeaks.org/about/jobs/>>
 - 8) Aspen Institute<<http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.we...>>
 - 9) Atlantic Council of the United States<<http://www.acus.org/about/employment-internships/internship-opportuni...>>
 - 10) Bipartisan Policy Center <<http://www.bipartisanpolicy.org/about/jobs>>
 - 11) British-American Security Information Council <http://www.basicint.org/about/jobs>
 - 12) Brookings Institution<<http://www.brookings.edu/about/employment/internships.aspx>>
 - 13) Cato Institute <<http://www.cato.org/jobs/intern/>>
 - 15) Carnegie Endowment for World Peace<<http://www.carnegieendowment.org/about/index.cfm?fa=employment#congress>>
 - 18) Center for a New American Security <<http://www.cnas.org/node/195>>
 - 19) Center for American Progress<<http://www.americanprogress.org/aboutus/intern>>
 - 20) Center for Defense Information<<http://www.cdi.org/about/internships.cfm>>
 - 21) Center for International Policy <<http://www.ciponline.org/handbook.htm>>
 - 22) Center for Law & Social Policy <<http://www.clasp.org/page?id=0012>>
 - Center for National Policy<<http://www.cnponline.org/ht/d/sp/i/6657/pid/6657>>
 - 23) Center for Responsive Politics<<http://www.opensecrets.org/about/intern.php>>
 - 24) Center for Strategic & International Studies <http://www.csis.org/about/jobs_interns/>
 - 25) Center for Technology & National Security Policy
<http://www.ndu.edu/CTNSP/index.cfm?secID=27&pageID=3&type=section>
 - 26) Center on Budget & Policy Priorities<<http://www.cbpp.org/jobs/index.cfm?fa=internships>>
 - 28) Council on Foreign Relations<http://www.cfr.org/about/career_opportunities/internships.html>— DC & NYC
 - 29) Center on International Cooperation<<http://www.cic.nyu.edu/employment.html>>- New York
 - 30) Competitive Enterprise Institute <<http://cei.org/internships>>
- *Economic Policies in the 21st Century* e21<<http://economics21.jobscore.com/jobs/economics21/intern/a7iMRO6pqr3Ob...>>-



- 31) Economic Opportunity Institute <<http://www.eoionline.org/about/jobs.htm>>- Seattle, WA
- 32) Economic Strategy Institute<http://www.econstrat.org/index.php?option=com_content&task=view&id=26...>
- 33) Education Sector <http://www.educationsector.org/page/intern-education-sector>
- 34) Eisenhower Institute< <http://www.eisenhowerinstitute.org/> >
- 35) Ethics & Public Policy Center<<http://www.eppc.org/about/pageID.26/default.asp>>
- 36) Environmental Law Institute <<http://www.eli.org/About/employment.cfm>>
- 37) Eurasia Foundation <<http://www.eurasia.org/jobs/db/view.aspx?id=63>> -
- 38) Federation of American Scientists <<http://www.fas.org/about/jobs.html>>
- 39) Freedom Forum<http://jobs.freedomforum.org/freedomforum/index_internship.aspx>
- 40) Freedom House <<http://www.freedomhouse.org/template.cfm?page=13>>
- 41) FreedomWorks <<http://www.freedomworks.org/about/internships>> - Apr. 2
- 43) Foundation on Economic Trends <<http://www.foet.org/internships.html>>
- 44) Fund for Peace<http://www.fundforpeace.org/web/index.php?option=com_content&task=vie...>-
- 45) GlobalSecurity.org <<http://www.globalsecurity.org/org/interns.htm>>
- 46) Henry L. Stimson Center <<http://www.stimson.org/about/?SN=AB2001110511>>- Mar. 1
- 47) Heritage Foundation<<http://www.heritage.org/About/Internships/AppProcess.cfm>>-
- 48) Hudson Institute<http://hudson.org/learn/index.cfm?fuseaction=internship_home>-
current & Summer opportunities noted; deadlines vary
- 50) Institute for Educational Leadership<<http://www.iel.org/about/jobs.html>>
- 52) Institute for Humane Studies<<http://www.theihs.org/ContentDetails.aspx?id=2279>>- George
Mason U. - Mar. 15
- 53) Institute for Policy Studies <<http://www.ips-dc.org/about/joinus>>
- 54) Institute for the Study of War<<http://www.understandingwar.org/employment>>
- 55) Institute for Women's Policy Research<<http://www.iwpr.org/About/employment.htm>>
- 56) Inter-American Dialogue <<http://www.thedialogue.org/page.cfm?pageID=15>>
- 58) International Food Policy Research Institute<<http://careers.ifpri.org/cojobsIFPRI.asp?Category=5>>
- 59) Joint Center for Political & Economic Studies<http://www.jointcenter.org/index.php/about_the_joint_center/internshi...>-
- 60) Mansfield Foundation<http://www.mansfieldfdn.org/about_fdn/internship.htm>-
- 61) Media Research Center <<http://www.mrc.org/jobs/jobs.aspx>> (scroll down)
- 62) Middle East Institute <<http://www.mei.edu/Home/Internships.aspx>>
- 63) Migration Policy Institute<<http://www.migrationpolicy.org/about/internships.php>>
- 64) National Center for Public Policy Research<<http://www.nationalcenter.org/Internships.html>>
- National Democratic Institute <http://www.ndi.org/current_openings>
- 65) National Endowment for Democracy <<http://www.ned.org/employment.html>> -
- 66) National Institute for Public Policy<<http://www.nipp.org/About/Internships%20and%20Fellowships/internships...>>
- 67) National Security Archive/George Washington University<<http://www.gwu.edu/%7Eensarchiv/nsa/archive/intern.html>>-
- 68) New America Foundation<http://www.newamerica.net/about/employment_opportunities>-
- 69) The Nixon Center<<http://www.nixoncenter.org/index.cfm?action=showpage&page=internships>>-
- 71) Pew Charitable Trusts <<http://jobs-pct.icims.com/jobs/intro>>
- 72) Progressive Policy Institute<http://www.ppionline.org/ppi_sub.cfm?knlgAreaID=87&subsecid=64>-
- 73) Public Forum Institute<<http://www.publicforuminstitute.org/about/employment.asp>>
- 75) RAND Corporation <http://www.rand.org/about/edu_op/fellowships/gsap/> -
Summer Associate Program, graduate students only
- 76) Resources for the Future<<http://tbe.taleo.net/NA9/ats/careers/requisition.jsp?org=RESOURCESFOR...>>
- 77) Roosevelt Institute<<http://www.rooseveltcampusnetwork.org/get-active/internships/roosevel...>>
- 78) Third Way <<http://www.thirdway.org/internships>>
- 79) Urban Institute <<http://www.urban.org/about/careers/internships.cfm>>
- 80) Washington Institute for Near East Policy<<http://www.washingtoninstitute.org/templateC11.php?CID=70&newActiveSu...>>-
- 81) Woodrow Wilson Center<<http://www.wilsoncenter.org/index.cfm?fuseaction=internships.list>>-
also available: Summer Research Assistant<<http://www.wilsoncenter.org/index.cfm?fuseaction=internships.welcome>>posts
- 82) World Affairs Council<<https://www.worldaffairsdc.org/employment-internships.php>>
- 83) World Resources Institute <<http://www.wri.org/jobs>> (scroll down)
- 84) World Security Institute<<http://www.worldsecurityinstitute.org/jobs.cfm>>
- 85) WorldWatch Institute <<http://www.worldwatch.org/taxonomy/term/33>>
- 86) Capitol Hill opportunities via Hillzoo.com <<http://hillzoo.com/?s=jobs>>
- 87) CQ Hill Internships & Jobs<<http://corporate.cq.com/wmspace.cfm?parm1=57>>
- 88) Cloture Club Jobs & Internships <<http://www.clotureclub.com/jobs/>>
- 90) Asian-American Institute for Congressional Studies<<http://www.apaics.org/pages/employment.php>>
- 91) Congressional Black Caucus Foundation<<http://www.apaics.org/pages/employment.php>>- Mar. 5
- 92) Congressional Budget Office <<http://www.cbo.gov/employment/intern.cfm>> -
- 93) Congressional Management Foundation<http://www.cmfweb.org/index.php?option=com_content&task=view&id=22&It...>-
- 94) Congressional Research Service <<http://www.loc.gov/crsinfo/volunteer/>>



95) Library of Congress<<http://www.loc.gov/hr/employment/index.php?action=cFellowships.showHome>>-
 96) Morris K. Udall Foundation Native American Congressional Summer Internship Program<<http://udall.gov/OurPrograms/NACInternship/NACInternship.aspx>>
 97) National Governors Association<<http://www.nga.org/portal/site/nga/menuitem.f1f3868f47daed5ae8ebb856a...>>
 98) Washington offices of selected Governors<<http://www.nga.org/portal/site/nga/menuitem.2a99b226b4b22be006f79af05...>>-
 Complete listing of U.S. Governors<<http://www.nga.org/portal/site/nga/menuitem.115cda3d1657e205f5f79af05...>>
 Congressional Hispanic Congress Institute<<http://www.chci.org/internships/>>- Feb. 5

NONPROFITS

- <http://foundationcenter.org/pnd/> (go to “job corner”)
- <http://www.PhilanthropyCareers.com>
- <https://www.bridgestar.org/Jobs/Search.aspx>
- <http://careers.nonprofitadvancement.org/search.cfm> (for jobs in DC)
- <http://www.cof.org> (see Job Bank; for jobs at grantmaking foundations)
- <http://www.developpro.com> (for fundraisers)
- <http://www.nonprofitcareer.com>
- <http://pnnonline.org>
- <http://www.DotOrgJobs.com>
- <http://www.npxpress.com>
- <http://www.idealists.org> (especially for job-seekers early in their career)
- <http://www.devnetjobs.org> (international)
- <http://www.NPTimes.com> (see Employment Marketplace)
- <http://OpportunityNocs.org>
- <http://www.WashingtonJobs.com> (see Communities, then see Nonprofits and Associations)
- <http://www.DeepSweep.com>
- <http://www.AllianceOnline.org>
- <http://www.pnp-inc.com> (for jobs in New York City metro area)
- <http://www.Craigslist.org>
- http://jobs.associationtrends.com/c/search_results.cfm?site_id=138 Association Trends Online
- <http://nonprofitjobmarket.org/searchResults.aspx>

THINK TANKS

- [American Enterprise Institute for Public Policy Research \(AEI\) / http://www.aei.org/jobcenter](http://www.aei.org/jobcenter) Washington, DC
- [American Foreign Policy Council \(AFPC\)](#)
- [American Institute for Contemporary German Studies \(AICGS\)](#)
- [The Aspen Institute](#)
- [Association on Third World Affairs, Inc. \(ATWA\)](#)
- [Atlantic Council of the United States \(ACUS\)](#)
- [Atlas Economic Research Foundation / Fairfax, VA](#)
- [The Brookings Institution](#)
- [Carnegie Endowment for International Peace](#)
- [Cato Institute](#)
- [Center for Defense Information \(CDI\)](#)
- [Center for Economic and Policy Research \(CEPR\)](#)
- [Center for International Private Enterprise \(CIPE\)](#)
- [Center for National Policy \(CNP\)](#)
- [Center for Public Policy and Contemporary Issues-Institute for Public Policy Studies, University of Denver \(CPPCI\) / Denver](#)
- [Center for Strategic and International Studies \(CSIS\)](#)
- [Committee for Economic Development \(CED\) / New York, NY, United States](#)
- [Council on Foreign Relations \(CFR\) / New York, NY, United States](#)
- [Education Sector](#)
- [Earth Policy Institute](#)
- [Economic Policy Institute \(EPI\)](#)



- [Economic Strategy Institute \(ESI\)](#)
- [The Edwin O. Reischauer Center for East Asian Studies, The Paul H. Nitze School of Advanced International Studies, Johns Hopkins University](#)
- [Employee Benefit Research Institute \(EBRI\)](#)
- [Ethics and Public Policy Center \(EPPC\)](#)
- [Henry L. Stimson Center](#)
- [The Heritage Foundation](#)
- [Hoover Institution on War, Revolution and Peace / Stanford, CA](#)
- [Hudson Institute](#)
- [The Information Technology and Innovation Foundation \(ITIF\)](#)
- [Institute for International Economics \(IIE\)](#)
- [Inter-American Dialogue \(IAD\)](#)
- [International Food Policy Research Institute \(IFPRI\)](#)
- [Joint Center for Political and Economic Studies \(JCPES\)](#)
- [The Mansfield Center for Pacific Affairs \(MCPA\)](#)
- [The Maureen and Mike Mansfield Foundation \(MMMMF\)](#)
- [National Health Policy Forum \(NHPF\)](#)
- [New America Foundation](#)
- [The Nixon Center](#)
- [Northeast-Midwest Institute](#)
- [OMB Watch](#)
- [Phoenix Center for Advanced Legal & Economic Public Policy Studies](#)
- [Project for the New American Century \(PNAC\)](#)
- [RAND](#)
- [Resources for the Future \(RFF\)](#)
- [United States Institute of Peace \(USIP\)](#)
- [The Urban Institute](#)
- [Vanderbilt Institute for Public Policy Studies \(VIPPS\) / Nashville, TN](#)
- [The Washington Institute for Near East Policy](#)
- [Woodrow Wilson International Center for Scholars \(WWICS\)](#)
- [World Resources Institute \(WRI\)](#)
- [Worldwatch Institute](#)

COMMUNICATIONS/ PR

<http://www.prsa.org/jobcenter/candidates/jobs.asp> -- The Public Relations Society of America

http://jobs.prnewsonline.com/c/search_results.cfm?site_id=1691 Pr News Online

<http://publicaffairsjobs.blogspot.com/>

<http://www.mediabistro.com/joblistings>

Republican Communications Association – <http://www.rcaweb.org>

http://www.iabc.com/messages/job_postings/1.html -- International Association of Business Communicators

<http://www.cyberjournalist.net/joblinks.htm>

<http://ojr.usc.edu/jobsboard/header.cfm>

http://www.journalismjobs.com/Search_Jobs_all.cfm - Journalism jobs

Tech/PR/ PA jobs in progressive orgs

[http://www.neworganizing.com/wiki/index.php/Job_Info#JOBS: Open Positions .28as of February 2009.29](http://www.neworganizing.com/wiki/index.php/Job_Info#JOBS:_Open_Positions_.28as_of_February_2009.29)

International Association of Business Communicators - http://www.iabc.com/messages/job_postings/1.html

MEDIA JOBS NEWSLETTER MediaJobs-subscribe@yahoo.com <http://www.cyberjournalist.net/joblinks.htm>

Online Journalism (US)- <http://ojr.usc.edu/jobsboard/header.cfm>

Federation of International Trade Associations <http://careerhq.fita.org/jobs>

PR FIRMS

Adfero Group – <http://www.adfero.com/>

APCO Worldwide: <http://www.apcoworldwide.com>

Brand Bureau

Brodeur Partners – DC, New York, Phoenix, Boston

Burson-Marsteller (www.bm.com)



[Chlopak, Leonard, Schechter & Associates](#) – DC
Collaborative Communications Group: <http://www.collaborativecommunications.com>
CorpComm – Fredricksburg, Va. <http://www.corpcomm-inc.com/corpcomm/careers/srvc.html>
Davies Public Affairs – California locations plus Alexandria, Va
DBC PR + New Media - <http://www.dbcpr.com/>
DCI Group – <http://www.dci-group.com/careers.html>
DDB Communications - <http://www.ddb.com/careers.html>
Edelman – www.edelman.com
Enviro-nics - DC and Canada
Epic Media Relations
Feinstein Kean Healthcare - <http://tbe.taleo.net/NA12/ats/careers/jobSearch.jsp?org=OGILVYPR&cws=4>
Fleishman-Hillard - <http://www.fleishman.com/careers/working-at-fh.html>
Gibraltar Associates – <http://www.gibraltar-llc.com>
Glover Park Group
GolinHarris - <http://www.golinharris.com/Default.aspx/Offices/Americas/WashingtonDC>
GMJR
Hill & Knowlton – [resume submission info](#)
Jones Public Affairs
Ketchum – www.ketchum.com
Leonard Resource Group
Levick Strategic Communications
Lewis PR – <http://www.lewispr.com/main/index.html>
LipmanHearne
The Merritt Group
MWW Group - <http://jobs-mwwgroup.icims.com>
Ogilvy PR - <http://www.ogilvypr.com/>
O’Keeffe & Company – [extensive list of position descriptions](#)
Porter-Novelli:-[more opportunities nationwide](#)
Potomac Communications Group
Powell-Tate – <http://www.powelltate.com/aboutus/careers.asp>
Quorvis
Rafetto-Herman Strategic Communications – <http://www.rhstrategic.com/careers.html>
Rendon Group
RMR & Associates – <http://www.rmr.com>
Rock Creek Strategic Marketing – <http://www.rockcreeksm.com/about/careers/>
Ruder-Finn
Smith & Harroff
SpeakerBox
Spectrum Communications - <http://www.spectrumscience.com/overview.html>
Strat@comm – <http://www.stratacomm.net>
Susan Davis International
The Wade Group
Waggener-Edstrom – <https://jobs-waggeneredstrom.icims.com/jobs/intro>
Weber Shandwick - <http://www.webershandwick.com/Default.aspx/Careers>
Widmeyer Communications - <http://www.widmeyer.com/>
Xenophon Strategies – *accepting applications at all experience levels.*
zcomm – <http://www.zpr.com/careers.htm>
Zeno Group - <http://www.zenogroup.com/careers.html>

MEDIA & RELATED ORGANIZATIONS

[ABC News](#)
[America Abroad Media](#)
[Atlantic Media](#) – publishes *The Atlantic, National Journal, Congress Daily, Hotline, Government Executive* and more)
[Black Press Institute](#)
[CBS News](#)
[Center for Public Integrity](#)
[City Paper](#)
[CNN/Time-Warner](#) – includes AOL & *Time*
[Congressional Quarterly](#)
[C-SPAN](#)
[Discovery Communications](#)



[Dow Jones/Wall St. Journal - main careers search page](#)
[ESPN980](#)
[Foreign Policy](#)
[Foreign Service Journal](#)
[Fox](#)
[Fox local affiliates - WTTG & WDCA](#)
[Gannett Corp. - additional info](#)
[Hedrick Smith Productions](#)
[Huffington Post](#)
[The Hill](#)
[Institute for Humane Studies](#)
[MSNBC](#)
[NBC](#)
[The Nation-](#)
[National Press Club - Journalism Jobs](#)
[National Public Radio](#)
[National Review](#)
[The New Republic](#)
[Newsweek's](#)
[New York Times](#)
[PBS - also see their \[helpful links to public television station career pages\]\(#\)](#)
[Politico](#)
[Radio One - nationwide opportunities](#)
[Reporters Committee for Freedom of the Press](#)
[Roll Call](#)
[Science](#)
[Sirius/XM](#)
[Slate](#)
[Stateline](#)
[United Press International <http://about.upi.com/employment/>](#)
[USA Today](#)
[Voice of America](#)
[Washington Post](#)
[Washington Times](#)
[Washingtonian](#)
[WETA](#)
[WJLA](#)
[WUSA9](#)
[Asian American Journalists Association](#)
[American Copy Editors Association job board](#)
[List of weekly newspapers](#)
[The Weekly Standard](#)
[Women's Institute for Freedom of the Press](#)
 A robust and journalism-rich Internship feed www.com.washington.edu/facilities/jobs/viewbytag.m?id=12
 American Copy Editors Association job board<<http://groups.yahoo.com/group/ACESjobs/>>
 List of weekly newspapers<<http://aan.org/alternative/Aan/NewsweeklyDirectory>>
 Journalism Organizations <http://www.ajr.org/News_Wire_Services.asp?MediaType=11>-
 Current Newspapers<http://www.journalismjobs.com/Job_Listing.cfm?JobID=1016124>

CONSERVATIVE ORGANIZATIONS

http://en.wikipedia.org/wiki/Category:Conservative_organizations_in_the_United_States
http://en.wikipedia.org/wiki/Category:Conservative_think_tanks_based_in_the_United_States
<http://www.aei.org/aei-website/managed-content/site-pages/about/job-opportunities.html>
<http://www.heritage.org/About/Careers/>
<http://action.afa.net/>
<http://www.bradleyfdn.org/default.asp>
<http://adti.net/>
<http://spectator.org/>
<http://www.cis.org/>
<http://www.centerforsecuritypolicy.org/index.xml>
<http://www.discovery.org/csc/aboutCSC.php>



<http://www.freecongress.org/Default.aspx>

Charles G. Koch Charitable Foundation <https://cgkfoundation.ats.hrsmart.com/cgi-bin/a/alljobs.cgi>

Pacific Research Institute <http://liberty.pacificresearch.org/jobs/default.asp>

Americans for Prosperity <http://americansforprosperity.org/about/jobs>

FreedomWorks <http://www.freedomworks.org/>

Conservatives for Patients' Rights <http://www.cprights.org/>

60 Plus Association <http://www.60plus.org/default.asp>

The National Legal and Policy Center www.nlpc.org

Institute for Justice www.ij.org

The Clare Boothe Luce Policy Institute www.cblpi.org

Institute for Humane Studies www.theihs.org/jobs

The Free Enterprise Nation <http://www.thefreeenterprisenation.org/home.aspx>

Eagle Publishing <http://www.eaglepub.com/careers.html>

[Republican National Committee](#)

[NRCC Internship Opportunities](#)

[Republican Senatorial Campaign Committee Internship Opportunities](#)

[Republican State Parties](#)

[Republican Governors Association](#)

[National Federation of Republican Women](#)

[International Republican Institute](#)

[more GOP groups, including local organizations](#)

PROGRESSIVE ORGANIZATIONS

<http://lakehillliberals.org/resource/50LiberalOrganizations.htm>

Center for American Progress <http://www.americanprogress.org/aboutus/jobs>

<http://sustainablebusiness.com/index.cfm/go/greendreamjobs.main> <http://www.environmentalcareer.info/jobseekers/search.asp>

DCCC - http://www.dccc.org/action_center/jobs/

<http://www.diversityinc.com/careers/jobsearch.cfm>

Tech/PR/ PA jobs in progressive orgs

[http://www.neworganizing.com/wiki/index.php/Job_Info#JOBS: Open Positions .28as_of February 2009.29](http://www.neworganizing.com/wiki/index.php/Job_Info#JOBS:_Open_Positions_.28as_of_February_2009.29)

Democratic Senatorial Campaign Committee<<http://www.dccc.org/about?type=internships>>

[Congressional Black Caucus Foundation](#)

[Congressional Hispanic Congress Institute](#)

[Democratic State Parties](#)

[Democratic National Committee](#)

[Democratic Governors Association](#)

[21st Century Democrats](#)

[Democratic Leadership Council](#)

[Democratic Legislative Campaign Committee](#)

[DCCC Jobs Bank and Internship Opportunities](#)

[National Jewish Democratic Council](#)

[New Democrat Network](#)

ENVIRONMENTAL ORGANIZATIONS

[African Wildlife Foundation](#)

[Alice Ferguson Foundation](#)

[Amazon Conservation Association](#)

[Amazon Watch](#)

[American Bird Conservancy](#)

[American Farmland Trust](#)

[American Forest Foundation](#)

[American Rivers](#)

[Appalachian Voices](#)

[Association of Fish & Wildlife Agencies](#)

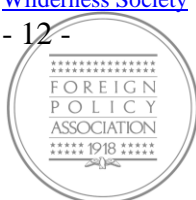
[Audubon Society](#)

[Beyond Pesticides](#)

[Blue Green Alliance](#)



[Casey Trees](#)
[Center for Clean Air Policy](#)
[Center for Biological Diversity](#)
[Chesapeake Bay Foundation](#)
[Clean Water Action](#)
[Climate Institute](#)
[Climate Laborservation Fund](#)
[Conservation Law Foundation](#)
[Consortium for Ocean Leadership](#)
[Council on Environmental Quality](#)
[Conservation International](#)
[Defenders of Wildlife](#)
[Ducks Unlimited](#)
[Earth Day Network](#)
[EarthJustice](#)
[EARTHWORKS](#)
[Environment America](#)
[Environmental Defense Fund](#)
[Environmental & Energy Study Institute](#)
[Environmental Law Intitute](#)
[Environmental Working Group](#)
[Food & Water Watch](#)
[Friends of the Earth](#)
[Global Green USA](#)
[Greenpeace](#)
[Green Seal](#)
[Heinz Center for Science, Economics & the Environment](#)
[ICF International](#)
[Institute for Sustainable Cities](#)
[Izaak Walton League](#)
[League of Conservation Voters](#)
[Marine Conservation Biology Institute](#)
[Mountain Institute](#)
[National Association of Conservation Districts](#)[National Council for Science & the Environment](#)
[National Fish & Wildlife Foundation](#)
[National Geographic Society](#)
[National Parks Conservation Association](#)
[National Parks Foundation](#)
[National Sustainable Agriculture Coalition](#)
[National Wildlife Federation](#)
[Natural Resources Defense Council](#)
[Nature Conservancy](#)
[Oceana](#)
[Ocean Conservancy](#)
[Pew Environment Group](#)
[Piedmont Environmental Council](#)
[Pinchot Institute for Conservation](#)
[Potomac Conservancy](#)
[Public Employees for Environmental Responsibility](#)
[Rails to Trails Conservancy](#)
[Rainforest Alliance](#)
[Rare Planet](#)
[Scenic America](#)
[Sierra Club](#)
[Solar Energy Industries Association](#)
[Theodore Roosevelt Conservation Partnership](#)
[Trout Unlimited](#)
[Trust for Public Land](#)
[Union of Concerned Scientists](#)
[United Nations Environment Programme](#)
[Water Environment Federation](#)
[Wilderness Society](#)



[Wildlife Conservation Society](#)
[World Resources Institute](#)
[World Wildlife Fund](#)
[Worldwatch Institute](#)

EDUCATION

<http://www.higheredjobs.com>
<http://hr.georgetown.edu>
<http://www.fcps.edu/DHR> (Fairfax County Public Schools)
<http://www.teachforamerica.org>
<http://careers.gmu.edu>
<http://www.gwu.edu/employment/careersatgw>
<http://www.american.edu/careers>

ADVOCACY/TRADE ORGANIZATIONS

[AAA Mid-Atlantic](#)
[AARP](#)
[AFL-CIO Solidarity Center](#)
[AIPAC](#)
[Alliance for Global Education](#)
[Alliance for Justice](#)
[Alliance to Save Energy](#)
[American Apparel & Footwear Association](#)
[American Bankers Association](#)
[American Bankruptcy Institute](#)
[American Bar Association](#)
[American Diabetes Association](#)
[American Farmland Trust](#)
[American Lung Association](#)
[American Youth Policy Forum](#)
[AmericaSpeaks](#)
[Arab American Institute](#)
[Asian American Justice Center](#)
[Athletes for Hope](#)
[Becky's Fund](#)
[Best Shot Foundation](#)
[Blue Cross/Blue Shield Association](#)
[Boys & Girls Clubs of America](#)
[Center for Community Change](#)
[Center for Science in the Public Interest](#)
[Children's Defense Fund](#)
[Citizens for Responsibility & Ethics in Washington](#)
[Coalition to Stop Gun Violence](#)
[Conference on Asian Pacific American Leadership](#)
[Constitution Project](#)
[Consumer Electronics Association](#)
[Consumers Union](#)
[Convergence DC](#)
[Cystic Fibrosis Association](#)
[Drug Policy Alliance Network](#)
[Farm Sanctuary](#)
[Financial Industry Regulatory Authority](#)
[HALT \(Help Abolish Legal Tyranny\)](#)
[Generations United](#)
[Human Rights First](#)
[Human Rights Watch](#)
[International Institute for Conflict Prevention & Resolution](#)
[International Peace Operations Association](#)
[Marijuana Policy Project](#)



[Men's Health Network](#)
[NAACP Legal Defense Fund](#)
[NARAL/Pro-Choice Maryland](#)
[National Association of Broadcasters](#)
[National Association of County & City Health Officials](#)
[National Association of Federal Credit Unions](#)
[National Association of Manufacturers](#)
[National Breast Cancer Coalition](#)
[National Low Income Housing Coalition](#)
[National Marrow Donor Program](#)
[National Organization for Women](#)
[National Science Foundation](#)
[National Trust for Historic Preservation](#)
[National Women's Law Center](#)
[People for the American Way](#)
[Population Reference Bureau](#)
[Population Services International](#)
[Public Interest Intellectual Property Advisors](#)
[Public Justice](#)
[Results Educational Fund](#)
[Search for Common Ground](#)
[ServeNext.org](#)
[Sustainable Agriculture Coalition](#)
[United Nations Foundation](#)
[US Chamber of Commerce](#)
[Vera Institute for Justice](#)
[Volunteers of America](#)
[Voices for America's Children](#)
[Washington Legal Foundation](#)

THE WHITE HOUSE

The White House Office of Presidential Personnel - The White House Office of Presidential Personnel is not only responsible for placing people in political jobs at the White House (including the West Wing, the Eisenhower Executive Building - formerly the Old Executive Office Building - and the entire White House complex) but is also responsible for placing all political staff at all the Executive Branch Departments throughout Washington - re: Dept of State, Dept of Labor, Dept of Commerce, etc. For more information on how to apply for political positions at the White House and the Executive Branch Departments, call 202-456-9713. The Fax is: 202-456-1121. If you would like to write for information, the address is: The Office of Presidential Personnel, The White House, 1600 Pennsylvania Ave NW, Washington, DC. 20502. To fill out an **on-line** application to be considered for White House / Administration positions, please click on: <https://sawho04.eop.gov/cgi-bin/appointments> To print and fill out an **off-line** application to be considered for White House / Administration positions, please click on: <http://www.whitehouse.gov/appointments/offline.html> Completed applications should be sent to: The Office of Presidential Personnel, The White House, 1600 Pennsylvania Ave NW, Washington, DC. 20502.

The White House Internship Web-Site is: <http://www.whitehouse.gov/government/wh-intern.html> Please call (202) 456-1414 for information and ask for the White House Internship Program Office. Please check your university career development office for additional information. A downloadable application can be found by clicking on: www.whitehouse.gov/government/wh-intern-appl.pdf

FEDERAL AGENCIES

United States Government - The U.S. Government's official site for jobs and employment information. Log on to their web-site at: <http://www.usajobs.opm.gov/>

U.S. Department of Agriculture - U.S. Government's OPM data-base of Dept. of Agriculture opportunities. Log on at: <http://jobsearch.usajobs.opm.gov/a9ag.asp>

Customs & Border Protection Jobs - With a budget in the neighborhood of \$11 billion per year, Customs and Border Protection (CBP) is responsible for guarding the borders and shoreline of the United States.

Central Intelligence Agency - On-line database of jobs at the CIA. Log on to their web-site at:



U.S. Department of Commerce - The Contact for Human Resources is: Human Resources Management, Room 5001, 14th & Constitution Avenue, N.W., Washington, D.C. 20230, phone: (202) 482-4807, fax: (202) 482-0249. For an on-line database of Commerce Department jobs. Log on to their web-site at: <http://ohrm.doc.gov/jobs/>

U.S. Department of Defense - On-line database of Defense Department jobs. Log on to their web-site at: <http://storm.psd.whs.pentagon.mil/cgi-bin/apply.pl>

Drug Enforcement Agency Jobs - The mission of the DEA is to enforce controlled substances laws in the United States, with primary responsibility for illegal drug trafficking. An extensive background check is required for DEA work, plus a minimum of a Bachelor's Degree in criminal justice, economics, political science, finance or other related fields.

U.S. Department of Education - Information on job openings at the U.S. Dept. of Education. The U.S. Department of Education job listings can be obtained by phone from 8:30 am until 4:00 pm, Monday through Friday (except Holidays) at: (202) 205-3885. Their 24 hour job vacancy hotline can be reached at: (202) 401-0559. Job listings on their web-site: <http://www.ed.gov/offices/OM/edjobs.html>

U.S. Department of Energy - Searchable on-line database of Energy Department jobs. Log on to their web-site at: <http://chris.inel.gov/jobs/index.cfm?fuseaction>

U.S. Environmental Protection Agency - On-line information of EPA jobs. Log on to their web-site at: <http://www.epa.gov/epahrist/>

U.S. Department of Health and Human Services - Information on HHS jobs. Log on to their web-site at: <http://jobsearch.usajobs.opm.gov/a9hhs.asp>

Career Opportunities with CMS: <http://www.cms.hhs.gov/CareersatCMS/>

U.S. Department of Housing and Urban Development - Information on current HUD job openings. Log on to their web-site at: <http://www.hud.gov/jobs/index.cfm>

Internal Revenue Service Jobs - While there are a number of IRS bureaucrats based in the nation's capital, there are many more in regional collection offices -- from Utah to Atlanta and points in between. The most common job at the IRS is an Internal Revenue Agent, who typically earns between \$67,000 and \$95,000/year. Revenue officers work directly with taxpayers to collect delinquent accounts, and for this stressful job, they earn an average of \$38,000 to \$45,000/year.

U.S. Department of Interior - On-line database of Interior Department jobs. Log on to their web-site at: <http://www.doi.gov/hrm/doijobs.html>

U.S. Department of Justice - Information on applying for positions at the Department of Justice. There is a 24 hour job hotline that can be called at: 202-514-3396. For info on other job openings with the INS, the U.S. Marshals, the Border Patrol, and DOJ Attorney positions log on to: <http://www.usdoj.gov/06employment/index.html>

Federal Bureau of Investigation - FBI job information can be found on their web-site. Log on to their web-site at: <http://www.fbi.gov/employment/employ.htm>

U.S. Department of Labor - On-line information of Labor Department jobs. Log on to their web-site at: <http://www.dol.gov/dol/asp/public/dolprograms/keywords/emplymnt.htm>

[Library of Congress](#)

United States Peace Corps - Work for the United States Peace Corps in the United States - www.peacecorp.gov/employment/vacancies/djobs/index.cfm

U.S. Department of State - Information on becoming a Foreign Service Officer, Foreign Service Specialist or Civil Service employee for the U.S. Department of State. Log on to their web-site at: <http://www.state.gov/employment.cfm>

Transportation Security Administration Jobs - Created after 9/11 to increase security at airports, the Transportation Security Administration (TSA) hires all those security agents you have undoubtedly encountered if you have flown at all in the last nine years. Transportation Security Officers (TSOs) are needed in every airport across America, and they offer full-time health care benefits, even for part-time employees. Pay is relatively low, however, ranging from \$24,000 to \$37,000/year.

U.S. Department of Transportation - To view DOT positions, go to the US Gov Dept of Personnel Management at: <http://www.usajobs.opm.gov/> and click on search agency. DOT vacancy announcements are also available through the TASC DOT Connection Fax-On-Demand system at (202) 366-9397 or outside the Washington, D.C. area call (800) 525-2878. Job information in specific DOT divisions is as follows: * [United States Coast Guard \(civilian jobs\)](#), * [U.S. Maritime Administration \(MARAD\)](#), * [Federal Transit Administration \(FTA\)](#), * [Federal Aviation Administration \(FAA\)](#), * [National Highway Traffic Safety Administration \(NHTSA\)](#)

U.S. Treasury Department - The Treasury Department offers you opportunities to work in 14 different bureaus with careers in law enforcement, international economics, banking, accounting, marketing, law, and information technology. Log on to their web-site at: <http://www.ustreas.gov/jobs/>

U.S. Department of Veterans' Affairs - On-line information of VA Department jobs. Log on to their web-site at: <http://www.va.gov/jobs/index.cfm>

U.S. Secret Service - Information on becoming United States Secret Service Agent and other positions. Contact the Secret Service Personnel Division at (202) 406-5800, (888) 813-8777 or (888) 813-USSS. This is part of the U.S. Treasury Department. Their web-site is at: <http://www.ustreas.gov/usss/index.htm?opportunities.htm&l>
<http://www.cia.gov/cia/employment/ciaeindex.htm>

National Security Agency - Send a cover letter and resume to: National Security Agency, 9800 Savage Road Suite 6779, Fort Meade, MD 20755-6779. Please log on to their employment web-site at: <http://www.nsa.gov/programs/employ/index.html>

International Vacancy Announcements - United Nations And Other International Organizations - <http://www.State.Gov/P/IO/Empl/>

Federal Government – summer jobs for students - <http://www.studentjobs.gov/>

CONGRESSIONAL

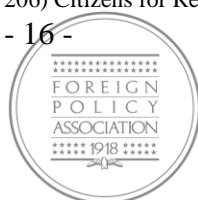
[US House of Representatives Vacancy Listing](#)

[US Senate Vacancy Listing](#)

DC-BASED INTERNSHIPS

Advocacy Orgs/ Trade Association

- AARP http://www.aarp.org/aarp/About_AARP/articles/Internship_Opportunities...
AFL-CIO Solidarity Center<<http://www.solidaritycenter.org/content.asp?pl=409&sl=409&contentid=915>>
Alliance for Global Education<http://www.allianceglobaled.org/pdfs/Alliance_Intern_Job_Description.pdf>(pdf)
Alliance for Justice<<http://www.afj.org/utilities/jobs/student-internships.html>>
Alliance to Save Energy <<http://ase.org/section/aboutus/internships/>>
American Apparel & Footwear Association<<http://www.apparelandfootwear.org/Resources/InternshipOpportunities.asp>>
American Bankers Association<http://www.aba.com/About+ABA/AboutABA_career.htm>
188) American Bankruptcy Institute<<http://www.abiworld.org/Content/NavigationMenu/AboutABI/ABIStaff/ABII...>>
189) American Bar Association <<http://www.abanet.org/hr/interns/home.html>>
190) American Diabetes Association<http://careers.diabetes.org/job_start.asp?user_id=>>
191) American Farmland Trust<<http://www.farmland.org/about/careers/MarketingIntern.asp>>
192) American Lung Association <<http://www.lungusa.org/about-us/careers/>>
193) American Youth Policy Forum <<http://www.aypf.org/about/employment.htm>>
194) AmericaSpeaks<<http://www.americaspeaks.org/index.cfm?fuseaction=Page.viewPage&pageI...>>
195) Arab American Institute <<http://www.aaiusa.org/about/3529/employment>>
196) Asian American Justice Center<<http://www.advancingequality.org/opportunities/>>- Internships, Fellowships, Law Student Clerkships
197) Athletes for Hope<<http://washingtondc.craigslist.org/doc/np0/1563781324.html>>
198) Becky's Fund<<http://www.beckysfund.org/cms/index.php?page=job-opportunities>>
199) Best Shot Foundation <<http://best-shot.org/jobs/internship/>>
200) Blue Cross/Blue Shield Association<<http://www.bcbs.com/careers/university-connections/>>- DC & Chicago, IL
201) Boys & Girls Clubs of America<<https://www2.ultirecruit.com/BOY1000/JobBoard/listjobs.aspx?Page=List...>>
202) Center for Community Change<http://www.managementhelp.org/gen_rsrc/jobs/gen_jobs.htm>
203) Center for Science in the Public Interest<<http://www.cspinet.org/about/jobs/200801042.html>>
205) Children's Defense Fund<<http://www.childrensdefense.org/get-involved/internship-program/>>
206) Citizens for Responsibility & Ethics in Washington<<http://citizensforethics.org/about/jobs#li>>- undergrad & legal



- 207) Coalition to Stop Gun Violence<<http://www.csgv.org/about-us/internships>>
 208) Conference on Asian Pacific American Leadership<<http://www.capal.org/ee/pages/index.php?/Programs/index>>-
 209) Constitution Project<<http://www.constitutionproject.org/detail.asp?id=67>>
 210) Consumer Electronics Association<<http://www.ce.org/AboutCEA/CEAInitiatives/237.asp>>
 212) Convergence DC<http://www.washingtonpost.com/wl/jobs/JS_JobSearchDetail?jobid=28884902>-
 dialogue and consensus-building organization
 214) Drug Policy Alliance Network<<http://www.drugpolicy.org/about/jobsfunding/jobs/>>- DC, New
 York, Berkeley & LA, Santa Fe, NM
 216) Financial Industry Regulatory Authority<<http://www.finra.org/AboutFINRA/Careers/p118066>>
 217) HALT <http://www.halt.org/internship_program/> (Help Abolish Legal Tyranny)
 218) Generations United <<http://ipath.gu.org/Inter881627.asp>>
 219) Human Rights First<http://www.humanrightsfirst.org/about_us/jobs/apply_intern.aspx>
 220) Human Rights Watch <<http://www.hrw.org/en/about/internships>> - DC & New York
 222) International Peace Operations Association<<http://ipoaworld.org/eng/internshipgeneral.html>>
 223) Marijuana Policy Project <<http://www.mpp.org/jobs/interns-2.html>>
 224) Men's Health Network <<http://www.menshealthnetwork.org/intern.htm>>
 225) NAACP Legal Defense Fund<http://naacpldf.org/content/pdf/jobs/Internship_Summer_2010.pdf>(pdf)
 - Law Students - DC & New York - apply no later than January
 227) National Association of Broadcasters<<http://www.nab.org/documents/about/internships.asp>>-
 228) National Association of County & City Health
 Officials<http://www.naccho.org/careers/headquarters/about_internship.cfm>-
 229) National Association of Federal Credit Unions<<http://washingtondc.craigslist.org/nva/mar/1563251938.html>>
 230) National Association of Manufacturers<<http://www.nam.org/AboutUs/CareersattheNAM.aspx?DID=%7B61A21CD5-0AF0-...>>
 231) National Breast Cancer Coalition<http://www.stopbreastcancer.org/index.php?option=com_content&task=cat...>
 232) National Low Income Housing Coalition<<http://www.nlihc.org/template/page.cfm?id=37>>
 233) National Marrow Donor Program<<http://tbe.taleo.net/NA7/ats/careers/searchResults.jsp?org=MARROW&cws=1>>
 234) National Organization for Women<<http://www.now.org/organization/intern.html>>- good intern housing info, too
 235) National Science Foundation<http://www.nsf.gov/about/career_opps/careers/student.jsp>
 236) National Trust for Historic Preservation<<http://www.preservationnation.org/resources/career-opportunities/inte...>>
 237) National Women's Law Center<<http://www.nwlc.org/display.cfm?section=Jobs>>
 238) People for the American Way<http://site.pfaw.org/site/PageServer?pagename=about_internships>
 239) Population Reference Bureau<<http://www.prb.org/About/JobOpportunities.aspx>>
 240) Population Services International<http://sh.webhire.com/servlet/av/search?SearchFields=ACCT_ID%2CNAME5%...>
 241) Public Interest Intellectual Property Advisors<<http://www.piipa.org/employment.asp#cm>>- Feb. 28 & ongoing
) Public Justice<<http://publicjustice.net/Who-We-Are/Jobs-Fellowships/summer-internshi...>>- Legal Interns – candidates must
 have completed second year of law school by 2010; no first-year candidates eligible
 242) Results Educational Fund<http://www.results.org/about/jobs_and_internships/>
 243) Reston Association<<http://careers.reston.org/careers.aspx?adata=v2ZjHzjq9Znxy0p4H%2fwaqd...>>
 244) Search for Common Ground <<http://www.sfcg.org/jobs/internships>>
 245) ServeNext.org<http://www.washingtonpost.com/wl/jobs/JS_JobSearchDetail?jobid=28876677>
 246) Sustainable Agriculture Coalition<<http://sustainableagriculturecoalition.org/about-us/jobs/>>
 247) United Nations Foundation<<http://www.unfoundation.org/about-unf/internships/>>
 248) US Chamber of Commerce<<http://www.uschamber.com/careers/internships/default>>-
 249) Vera Institute for Justice <<http://www.vera.org/content/careers>>(scroll down) DC & New York -
 250) Volunteer Fairfax<<http://www.volunteerfairfax.org/DesktopDefault.aspx?TabID=12>>(volunteer opportunities)
 251) Volunteers of America<http://www.vo.org/Careers/National_Office_Careers.aspx>
 252) Voices for America's Children<http://www.voices.org/pages/page.asp?page_id=23047>
 253) Washington Legal Foundation <<http://www.wlf.org/org/employment.asp>>

Public Relations

- 292) Adfero Group <<http://www.adfero.com/whoweare/careers/>>
 293) APCO Worldwide<http://www.apcoworldwide.com/content/careers/internship_opportunities...>
 294) Belmont Inc. <http://www.belmontinc.com/About_Us/Employment.htm>
 295) Borenstein Group <<http://www.borensteingroup.com/Jobs.asp>>
 296) Boscobel Communications <<http://boscobel.com/live/Careers/index.shtml>>
 297) Brand Bureau <<http://www.brandbureau.com/jobsbook.html>>
 298) Brodeur Partners <<http://www.brodeur.com/careers>>
 299) Brotman-Winter-Fried <<http://specialevent.com/internships.html>>
 300) Brunner Digital <<http://www.brunnerdigital.com/Careers.aspx?type=4>> -
 301) Burson-Marsteller<http://www.burson-marsteller.com/Careers/Internships/Pages/The_Harold...>-



- 302) Chlopak Leonard Schechter & Associates<<http://www.clsdc.com/joinourteam>>
303) Commonwealth Consultants <<http://www.cwconsult.com/jobopps.html>>
304) CRC Public Relations <<http://www.crcpublicrelations.com/intern.aspx>>
305) Crosby~Volmer <<http://www.crosbyvolmer.com/Contact/Careers>>
307) DBC PR <<http://dbcpr.com/>> - go to *join us*, then *careers*
308) DCI Group <<http://www.dci-group.com/careers.html>>
309) DPR Group <<http://www.dprgroup.com/careers.htm#intern>>
310) Edelman<https://www.edelman.com/careers/want_to_join_us/internships/secure/in...>
311) Fleishman-Hillard <<http://www.fleishman.com/careers/internships.html>>
312) John Adams Associates <<http://www.johnadams.com/internship.html>>
313) Glover Park Group <<http://gloverparkgroup.com/content/careers.shtml>>
314) GMYR <<http://www.gymr.com/docs/careers/car1.jsp>>
315) Golin Harri<<http://www.golinharris.com/Default.aspx/Careers/Internships>>
s <<http://www.golinharris.com/Default.aspx/Careers/Internships>>
316) Hager Sharp <<http://www.hagersharp.com/interships.php>>
317) Hill & Knowlton <<http://www.hillandknowlton.com/people/prospects>>
318) IMRE <<http://www.imre.com/home/careers>> – Baltimore, MD
319) Ketchum <<http://www.ketchum.com/careers/us/internships>>
320) Levick Strategic Communications<http://www.levick.com/careers/internships_at_levick/>
321) Lewis PR <<http://www.lewispr.com/main/jobs.html>>
322) LiveWire Media Relations <http://livewiredc.com/abt_careers.html>
323) Merritt Group <<http://www.merrittgrp.com/about-us/careers>>
324) MYS&L <<http://www.mslworldwide.com/join-us/open-positions-1>>– Mar. 15
325) MWW <http://www.mwwpr.com/join_our_team.php>
326) New Media Strategies <<http://newmediastategies.net/careers/>>
327) Ogilvy PR <<http://ogilvypr.com/en/careers>>
328) Porter-Novelli<<http://tbe.taleo.net/NA2/ats/careers/jobSearch.jsp?org=PORTERNOVELLI&...>>
329) Powell-Tate <<http://www.powelltate.com/aboutus/careers.asp>>
330) Potomac Communications Group <<http://pcgpr.com/pcgjobs.html>>
331) Quorvis Communications<http://www.qorvis.com/an_influential_firm/careers/internship_program....>
332) RMR & Associates <<http://rmr.com/Careers.asp?nid=335&lid=1>>
333) Ruder Finn <<http://www.ruderfinn.com/careers/index.html>>
334) Spectrum Communications<<http://www.spectrumscience.com/internships.html>>-
335) Strat@comm <<http://www.stratacomm.net/passion.cfm?sec=5>>
336) Stokefire<<http://www.stokefire.com/blog/2009/12/its-that-recruitment-time.php>>- branding/naming & related activities
337) Susan Davis International<<http://www.susandavis.com/careers/life-at-sdi/>>
338) Tempus Group <<http://www.tempusgroup.com/opportunities/>>
339) The Wade Group <<http://www.thewadegroupinc.com/careers/index.html>>
341) Widmeyer Communications<<http://www.widmeyer.com/about/careers/internship/>>
342) Xeonophon Strategies<<http://www.xeonophonstrategies.com/index.php?tray=content&tid=top177&s...>>
343) zcomm <<http://www.zpr.com/interns.htm>>
344) Zeno Group <<http://www.zenogroup.com/careers.html>> (scroll down)
346) Amazon Watch <http://www.amazonwatch.org/take_action/staffing/current_intern_opps.php>-
347) American Farmland Trust<<http://www.farmland.org/about/careers/MarketingIntern.asp>>
348) American Rivers <<http://www.americanrivers.org/about-us/jobs/>>
349) Audubon Society <<http://www.audubon.org/nas/hr/>> (scroll down)
350) Blue Green Alliance<http://www.washingtonpost.com/wl/jobs/JS_JobSearchDetail?jobid=28876477>-
351) Center for Clean Air Policy<<http://www.ccap.org/index.php?component=pages&id=11>>
352) Conservation International<<http://www.conservation.org/discover/careers/Pages/default.aspx>>
353) Defenders of Wildlife<http://www.defenders.org/about_us/jobs/internships.php>
354) Earth Day Network <<http://earthday.net/node/62>> (scroll down)
355) EarthJustice<http://www.earthjustice.org/about_us/jobs_education/index.html>– DC, NYC, Oakland & elsewhere
356) Environmental Defense Fund <<http://www.edf.org/page.cfm?tagID=48265>>
357) Environmental & Energy Study Institute <<http://www.eesi.org/jobs>>
358) Environmental Law Institute <<http://www.eli.org/About/employment.cfm>> intern & legal clerk/fellowship
359) Environmental Working Group <<http://www.ewg.org/jobs>>
360) Food & Water Watch<<http://www.foodandwaterwatch.org/take-action/internships>>
361) Friends of the Earth <<http://www.foe.org/jobs-friends-earth>>
362) Global Green USA <<http://www.globalgreen.org/jobs/>> – DC & other locations
363) Greenpeace <<http://www.greenpeace.org/usa/about/jobs/internship>>
364) Green Seal <<http://washingtondc.craigslist.org/doc/mar/1560348470.html>>
365) Izaak Walton League <<http://www.iwla.org/index.php?id=458>>



- 366) League of Conservation Voters<<http://www.lcv.org/about-lcv/work-for-lcv/lcv-internships.html>>-
 367) Marine Conservation Biology Institute<<http://mcbi.org/who/internships.html>>
 368) National Association of State Foresters<http://stateforesters.org/nasf_internship>- Apr. 30
 369) Nature Conservancy <<http://www.nature.org/careers/>>
 370) National Geographic <<http://www.nationalgeographic.com/jobs>> - typing * internships* in homepage search box also produces numerous results
 371) National Parks Conservation Association<<http://www.npca.org/jobs/internships.html>>
 372) National Sustainable Agriculture Coalition<<http://sustainableagriculturecoalition.org/about-us/jobs/>>
 373) National Wildlife Federation<<http://www.nwf.org/About/Jobs-at-NWF/Internships.aspx>>
 374) Natural Resources Defense Council<<http://www.nrdc.org/jobs/internships.asp>>
 375) Rainforest Alliance<http://www.rainforest-alliance.org/about.cfm?id=jobs_internships#inte...>
 376) Resources for the Future<<http://tbe.taleo.net/NA9/ats/careers/searchResults.jsp;jsessionid=9EB...>>
 377) Sierra Club<<http://www.sierraclub.org/careers/internships/dc/index.asp>>and
 378) Society for Conservation Biology<<http://jobs.treehugger.com/job/communications-intern-washington-dc-th...>>- also Policy Internship<<http://jobs.treehugger.com/job/policy-internship-washington-dc-the-so...>>(for law or grad degree holders)
 379) Student Conservation Association<http://www.thesca.org/conservation_internships/>-
 380) Union of Concerned Scientists<<http://www.ucsusa.org/about/internships.html>>
 381) Wilderness Society<<http://wilderness.org/content/internships-wilderness-society>>
 383) World Resources Institute <<http://www.wri.org/jobs>> (scroll down)
 384) Worldwatch Institute <<http://www.worldwatch.org/taxonomy/term/33>>
 385) World Wildlife Fund<<http://www.worldwildlife.org/who/careers/internships.html>>

Corporate

- 386) Alion Science & Technology<<http://www.alionscience.com/index.cfm?fuseaction=careers.interns>>
 387) Altria Corp.<<http://www.cantbeattheexperience.com/en/cms/Home/default.aspx>>-
 389) AstraZeneca <http://www.astrazeneca-us.com/careers/search_jobs/> - search keyword *intern
 *390) Avisar Inc. <<http://www.avisarinc.com/internshipprogram.asp>> - technical & non-technical
 391) BAE Systems<http://baesystems.hodesiq.com/job_detail.asp?JobID=1725577&emid=3640>- technical & non-tech opportunities
 392) Blackboard<<http://hostedjobs.openhire.com/epostings/submit.cfm?fuseaction=app.jo>>
 393) Booz Allen Hamilton<<http://www.boozallen.com/careers/student-center/internships>>
 394) Blue Cross/Blue Shield <<http://www.resmatic.net/bcbsa/index.php>> - career pages of BC/BS groups nationwide
 395) Corporate Executive Board<<https://ceb.taleo.net/careersection/2/jobdetail.ftl?job=87087>>
 397) FBR Capital Markets<<http://tbe.taleo.net/NA4/ats/careers/requisition.jsp?org=FBR&cws=1&ri...>>- Summer Associate, Investment Banking – Arlington, Va., New York, San Francisco & Irvine, CA
 398) Greenburg Quinlan Rosner <<http://www.gqrr.com/index.php?ID=2386>> – polling/research firm
 399) Jefferson Consulting Group<<http://www.jeffersonconsulting.com/careers.htm>>(scroll down) – lobbying/gov't marketing
 400) The Magazine Group<http://www.campuscareercenter.com/full_jobs/315890/The_Magazine_Group...>
 401) Major League Baseball<<https://tbe.taleo.net/NA11/ats/careers/requisition.jsp?org=MLB&cws=1&...>> – see also: additional opportunity<<https://tbe.taleo.net/NA11/ats/careers/requisition.jsp?org=MLB&cws=1&...>>- New York –
 404) One Economy Corp <<http://www.one-economy.com/company/jobs>>.
 405) Optimal Policy Solutions<<http://www.optimalsolutionsgroup.com/popups/jobs/jobredirectthehealthpol...>>- health policy internship
 406) Public Intellectual Property Advisors<<http://www.piipa.org/employment.asp#cm>>
 407) The Polling Company Inc./WomanTrend<<http://www.pollingcompany.com/viewPage.asp?pid=5>>(scroll down)

SEARCH FIRMS/ TEMP AGENCIES

- [Academic Search](#) – higher education focus, which can occasionally include communications/outreach and development
[Administaff](#) – national firm with number of admin & other jobs in the DC area
[Alford Group](#) –non-profit focus
[Athena Consulting](#) – providing staff to state and local government welfare and health agencies
[APR Consulting](#) – national firm – web, admin and other relevant opportunities
[Ascent Executive Search](#) – specializing in law firm & healthcare categories
[Association Strategies](#) – nonprofit & association search, mostly DC area
[B.H. Griner](#) – focused on admin, marketing & legal in DC area
[BOSS Group](#) – nationwide, but seems especially focused on region from DC to New Jersey, and on creative & marketing communications opportunities
[Bridgespan](#) – focused on recruiting senior leadership for philanthropic/non-profit groups – their opportunities appear among the wider circle of nonprofit listings in their [Bridgestar](#) resource
[C2 Portfolio Essentials](#) – comprehensive recruiting services to federal contractors



[California Environmental Associates](#) – as the name implies, environmental/sustainable business focus
[Campbell & Company](#) – mostly senior-level, and mostly development/fundraising – national firm
[Capitol Recruiters, Inc.](#) – specializing in DC-area law firm staff recruitment
[Chaloner Associates](#) – national communications search company
[Champion Recruiting](#) – DC-focused, variety of experience levels and job functions found
[CityStaff](#) – DC-focused - we currently see mostly admin available
[Cloudtropolis](#) – areas of focus include: interactive, social media, digital advertising, marketing and PR
[Commongood Careers](#) – focused on helping fill positions at mission-driven nonprofits
[Contact1](#) – DC based, public affairs & other categories
[Creative Group](#) – marketing & advertising
[DRI Consulting](#) – philanthropic and nonprofit executive search
[Explore Company](#) – nonprofit & philanthropic, with apparent environmental focus
[FirstPro](#) – attorney recruiting – occasionally have legislative/lobbying opportunities
[Freeman Philanthropic Services](#) – recruitment and other services for the non-profit sector
[Graham Staffing](#) – admin, along with some public affairs opportunities - DC area focus
[Heyman Associates](#) (search via *for candidates*) – national firm, senior-level communications & public affairs focus
[Hire Strategy](#) – DC-area focused, admin & marketing among their areas of expertise
[Isaacson, Miller](#) – nonprofit & mission-driven organizations, including (but not limited to) academic institutions
[JDG Search](#) – executive/senior level focus – nonprofits and other categories
[Kelly Services](#) – national firm
[K-Force Staffing](#) – national firm
[Korn/Ferry](#) – international executive recruiting mainstay – they advertise some of their listings on their [eKornFerry](#) site, with an occasional senior non-profit/association post among the offerings there.
[Koya Consulting](#) – progressive-orientation – enviro and education featured – national firm
[Legal Placements](#) – marketing/admin opportunities might be of interest – mostly DC area, along with New York and other locations
[Jones Networking](#) – DC-area – mainly admin and tech opportunities found
[Midtown Group](#) – DC area + Chicago
[Nonprofit Professionals Advisory Group](#) – retained by nonprofits from across the sector to fill positions at all levels of employment
[Nonprofit Staffing Solutions](#) – DC focused
[Paradigm Staffing](#) – PR/communications focus – DC-area & San Francisco among their areas of concentration
[Pat Taylor & Associates](#) – attorney/legal focus, but sometimes has law firm marketing/communications and legislative positions available
[Prime Staffing](#) – local focus
[Peter Bell & Associates](#) – PR & communications orientation
[PoliTemps](#) – temp, admin and other opportunities for the politically-oriented
[Professionals for Nonprofits](#) – you must register to see jobs
[RAFFA](#) – search is one of the many support services provided – DC-area/nonprofit focus
[Randstad](#) – good source of admin and temp opportunities
[RazorWest](#) – consulting and contract work
[ROCS](#) – jobs and internships for current students and recent grads in the DC area; admin, IT & marketing/sales predominate
[Russell Reynolds & Associates](#) – they don't list jobs available online, but we're including them because they're a major international firm with significant DC presence
[RuthiPostow Staffing](#) – you can see a scroll of sample opportunities at bottom of link
[SBR Executive Search](#) – national search firm in multiple disciplines, including non-profit (scroll to bottom for that category)
[Slesinger Management](#) – senior management & leadership positions at DC-area nonprofits
[Staffing Advisors](#) – DC-area focus – usually have a steady supply of new listings
[Starpoint Solutions](#) – national firm
[Sterling Martin Associates](#) – DC-based, w/ New York and CA outposts
[Talent Market](#) – recruiting services for conservative and libertarian think tanks, policy organizations, and research centers
[TRAK](#) – admin, along with legal, accounting & finance
[Tran Recruiting](#) – Fairfax-based – no jobs currently listed
[Transition Guides](#) – executive/senior nonprofit focus – national firm
[Tuft & Associates](#) – association/nonprofit and healthcare
[Vetted Solutions](#) – self-described boutique executive search company
[Witt/Kieffer](#) – national education and not-for profit – also [healthcare](#) and [insurance/managed care](#) specialties

HEADHUNTERS

<http://www.ekornferry.com/Library/Process.asp?P=OpportunitiesSearch&SubmitAction=Write&Region=0&JobCategory=0&ext=>



<http://www.jdgsearch.com/active.shtml>
<http://www.tuftassoc.com/jobsearch.htm>
<http://www.assnstrategies.com/index.html>
<http://www.explorecompany.com/opportunities.htm>
http://www.drgnyc.com/current_searches/index.cfm
<http://www.imsearch.com/searches.html>
<http://www.tryonheideman.com/flash/index.html>
<http://www.mccormackassociates.com/>
<http://www.smartinsearch.com/careers.html>
<http://www.mrinetwork.com/index.htm>
<http://www.spencerstuart.com/home/>
http://carltonsearch.com/index.php?option=com_content&task=view&id=47&Itemid=63
<http://www.peoplemanagement.org>
<http://www.travaille.com/>
<http://www.planbcomms.com/>
<http://www.mergisgroup.com/>
<http://www.garrison-sisson.com/>
<http://www.degnon.org/>
<http://www.owenssearch.com/>
http://www.tangent.us/tangent_about.htm
<http://www.ctnet.com/ctnet/>
<http://www.vettedolutions.com/searches.html#search1>



Email and Resume Tips

By [Brad and Fraser Traverse](#)

As published July 2009 in [Miss A's Heartfelt Living eMagazine](#).

My inbox is filled each week with resumes from people looking for work in the DC area. So I see a lot of the good, the bad, and the ugly in cover letter and resume writing! Some of the things I have mentioned below may seem silly or obvious to many of you, but I think they bear repeating because I really do see these mistakes every single day.

- Make sure your email address is professional. “Ladiesman1” isn’t appropriate. Sign up for a new email address if necessary.
- Don’t use acronyms when communicating by email. “LOL” or using “u” for “you” may show the employer you are young and hip, but unless it’s a company specifically looking for a social media guru, skip the lingo.
- When responding to a job lead by email, do not simply send attachments. Although most companies have virus protection, many will not open attachments even if they get through company filters in the first place. Put the text of your cover letter and your resume in the email itself and attach the “pretty” versions as backup. Plus, simply saying, “My resume and cover letter are attached” is no way to introduce yourself by email.
- Lose the generic intro language that doesn’t separate you from the pack: “I enjoy fast-paced environments and challenging work. I am also a speedy learner and invite the opportunity to learn every chance I get.” Boring!
- Try to come up with an individually tailored intro sentence for every email application you send. “This is to communicate my interest to occupy the position as advertised” doesn’t show me that you’ve even read what the position advertised is, much less thought about whether you are a good fit for our company.
- Avoid run-on sentences, especially those that don’t mean or say anything: “My goal is to secure a responsible and challenging position within a stable growth-oriented organization that will allow me to utilize excellent administrative, production, and interpersonal skills to maximize work performance and effectively promote positive customer relations.” Huh?
- It’s probably best not to mention your faults up front in the cover letter, even if you are trying to be funny (this one missed the mark): “With respect to skills and experience, I do not type 75 wpm or 60 wpm or 35 wpm for that matter. Nor do I have two, five, or seven years of experience in a law firm or legal environment. “
- Finally, I can’t say this enough: proofread, proofread, proofread! This one really made me laugh: “I am very articulant and I think I would be a well fit for the position.”
- Obviously not all emails I get have been this bad. I have seen plenty of good cover letters and resumes too. Recently a gentleman listed his previous employers, his job titles, and then the results he achieved for each company in concise and straightforward language. His successes



were impressive, yes, but his presentation was even more so and made even the least of his accomplishments seem monumental for the company he worked for.

- I also loved one resume that had a very brief quote from a previous employer worked into the text. He gave the employer's name and paraphrased her recommendation of him, saying, "... works tirelessly ... often under heavy pressure ... ably managing our communications program ...". This was a great way to work in a reference from, in this case, a top-level government administrator who wouldn't otherwise be available by phone for a personal reference.
- Finally, a cover letter that caught my eye was one that clearly stated the person's credentials without being too wordy or too generic. An interesting summary of the person's resume left me wanting to read further: "I have experience writing press releases, bios, social networking, creating press packs, blogs, and contact databases. I worked for an international nonprofit assisting with youth advising in New York City while completing my degree. I have experience in education grant writing as well as program evaluation and analysis. Recently my research has taken me to Uganda, Mexico, Qatar and South Africa."

In short, whatever your level of experience, take the time to tailor your email and make as good a first impression as possible. Good luck and happy writing!



The Biggest Mistakes 20-Something Job Seekers Make

Susan Adams, Forbes Staff, 8/2/2012

There was the young job seeker who showed up at his interview 15 minutes late, failed to apologize, and then asked if the interviewer had a garbage can so he could throw away his gum. There was also the 20-something applicant whose call to the hiring manager went dead in the middle of the conversation. The young woman didn't call back for two hours, only to explain, without apology, that she had dropped her phone in a tub of water while she was getting a manicure. Then there was the mother who called her son's boss when he wasn't hired at the end of his internship, and demanded to know why.

Dani Ticktin Koplik, 57, an executive and performance coach in Englewood, N.J. has lots of stories like these. For the last several years, half of Koplik's coaching practice has been made up of so-called Generation Y, or Millennial, job seekers. This group, age 20-32, makes a series of job-searching mistakes that stem from their sense of entitlement, lack of deference to authority and over-involvement by their parents. Koplik says in her own practice, parents frequently call and email, and try to micro-manage the coaching process. To run interference, Koplik schedules a monthly meeting with parents, mostly to tell them to stop meddling. She also coaches them to give their kids a consistent message. Too many parents tell their offspring that they have to earn a living, and then let them live at home indefinitely rent-free. Koplik recommends timetables and limits.

I asked Koplik for a list of mistakes her 20-something clients make, and she had plenty of ideas. Here is her list of the top ten.

1. Acting entitled

One of the consequences of over-involved parents is that young people feel as though they deserve an easy ride. Koplik tells of an intern who, on the first day, informed his supervisor that he had to leave early that Thursday for a horseback riding lesson. "It didn't dawn on this person that he was being totally inappropriate and sabotaging his career," says Koplik.

2. Starting the process too late

Ideally, college students should start looking for meaningful internships for the summer after their freshman year. Students who assume that they will get a job without too much effort, wait too long to begin the process.

3. Under-utilizing the alumni network

Though parents and their friends can provide good contacts, the network of professionals that comes through a college or university should be one of the first places a young job seeker turns.

4. Using a résumé that's sloppy and too self-centered



Young job seekers are often weak on résumé basics, like clear, tidy layout, careful proofreading for grammar and punctuation, and use of keywords from the job description. Another big problem: the “objective” section tends to be too much about what they want, and not enough about the potential employer. For example, young applicants often say, “entry level position where I can use my skills, ideas and enthusiasm and I can learn a lot.” Instead, the emphasis should be on what they can contribute to the employer. Applicants should also leave off menial jobs like camp counselor, unless they can quantify their achievements, like saying they organized waterfront activities for a group of 150 campers.

5. Writing cover letters that repeat the résumé

Many young applicants regurgitate their résumé accomplishments in their cover letters. Instead, cover letters should be short and vivid, and say something particular about what the applicant can bring to the job.

6. Doing poor research

Young job seekers often just glance at a company website before an interview. Instead they should read everything on the site, search for news clippings about the company, and track social media information, like Twitter feeds, on company managers.

7. Failing to clean up their social media profile

All of those drunken, bikini-clad pictures on Facebook should be removed, or locked down with privacy settings. Everyone, including college students, needs a polished LinkedIn profile.

8. Not showing enough appreciation for the interviewer

Young applicants often fail to conclude an interview with an expression of gratitude for the interviewer’s time. Always thank the interviewer in person, make it clear you would consider it a privilege to work at the company and ask about the next step in the process. Then follow up with a handwritten thank-you note or email that references specifics discussed in the interview.

9. Failing to show generational deference

Koplik tells of the summer intern who, at the end of his time on the job, marched into the office of the chief diversity officer at a big company and said, “Could I give you some feedback on my internship?” Young people are so used to being included in conversations, they fail to grasp their position in the pecking order.

10. Relying too heavily on listings and job fairs

I write this in every article about job search mistakes, because it’s a chronic problem. Koplik says that young job seekers are just as guilty of spending too much time applying to online listings, and through anonymous job fairs, as their more senior peers. We say this over and over: People find jobs through people they know, rather than through advertisements. If you see a listing for a job, try to find a personal connection to the employer and use that as your entry point.

Twitter Job Search

Top Five Social Websites for job Seekers

1. LinkedIn
2. Twitter with Blog or LinkedIn URL
3. Facebook
4. Indeed

Twitter Job Search Do's Don'ts Myths and Truths

March 16, 2010 by Susan Whitcomb

As more and more job seekers and career activists recognize that Twitter is the new face of career management, consider these simple and straightforward Do's, Don'ts, Myths, and Truths!

5 Twitter for Job Search Do's

Brand and Plan to Land. Know who you are and what you want to accomplish on Twitter (networking, job seeking, research/information, fun, all of the above)?

Choose your identity wisely. Select a professional screen name, whether it's your first and last name, or a name that captures your brand (CIO_Leader, RockStarPMP, EagleEyeEditor).

Shoot for a 75%-25% professional-to-personal tweet ratio. Interviewers will review your stream. People get hired for who they are, not just what they do. Your digital footprint is your resume.

Be visible, viable, and valuable. Tweet with regularity. Make sure your tweets demonstrate your skills and interests. Don't be afraid to toot your own horn occasionally (e.g. Just finished my xyz training and earned new certification).

Be worthy of a follow. Engage in interesting conversation and generously offer help, information, job postings, inside leads, lessons learned, shout-outs, retweets, questions, Follow Friday lists, and more.

5 Twitter for Job Search Don'ts

Don't be a downer: avoid focusing solely on your job search, appearing needy, over-sharing personal information and problems, whining about frustrations, or boss bashing. These are not appealing to potential employers.

Don't forget your 15-minutes-a-day plan. Don't let overwhelm stop you from starting; and once you're in, don't get sucked in or lost in the stream.

Don't expect Twitter to "work" (land you a job) in 1 day or even 1 week or 1 month. Relationships take time. Be strategic; allow serendipity.

Don't forget to ask! e.g., Know of great companies in Philly for project mgrs? What's best advice on dreaded "weakness" question in interviews?

Don't forget to follow recruiters, engage in conversation, and share info. Search #splits & send them candidates. They'll love you!

5 Twitter Myths and Truths

Myth: No one I care about is on Twitter—it's only for celebrity stunts and kids with nothing better to do.

Truth: Recruiters, human resources professionals, business leaders, Fortune companies, CEOs, hiring managers, motivational speakers, marketers, scientists, celebrities, students, professors, authors, entrepreneurs, politicians, and more are on Twitter.

Myth: Twitter is not for job search.

Truth: More than 500,000 jobs are posted on Twitter every month.

Myth: I don't have time to do Twitter.

Truth: With a plan, Twitter can be done in 15 minutes a day, especially with the use of Twitter Lists, apps such as TweetDeck, and our "Day Tight Compartment" plan.

Myth: I don't need another social media tool—I've got LinkedIn (or Facebook) already.

Truth: Twitter is the barrier buster. It's the only social media tool that doesn't require permission to network. There are no gatekeepers. You can as easily read the stream of a CEO as the stream of a college student. And connecting is easier, too.

Myth: The best way to network is face-to-face or through previous connections.

Truth: Twitter is one of the fastest ways to find others who share common interests and to exchange best practices, professional ideas, and resources for your job search.

Twitter Fact Sheet

Twitter = the #1 fastest-growing opportunity for employment

(<http://blog.indeed.com/2009/12/30/top-job-trends-of-2009/>)

Tweet = Word of Year (2009) by American Dialect Society (Google was selected as Word of Decade by American Dialect Society)

TweetMyJobs.com has more than half a million jobs tweeted every month (enough to make a Monster tremble)

Statistics on Twitter users commonly referenced don't include the multitude of users tweeting from 3rd party apps.

For Job Seekers: How to use LinkedIn in your job search

Here are some articles that I have found helpful.

<http://blog.linkedin.com/2007/07/25/ten-ways-to-use/>

<http://blog.linkedin.com/2009/03/03/follow-the-conversation-and-itll-follow-you-back/>

http://colorado.jobing.com/blog_post.asp?post=16558

http://colorado.jobing.com/blog_post.asp?post=15352

http://hotjobs.yahoo.com/career-articles-should_you_be_on_facebook-570

http://hotjobs.yahoo.com/career-articles-5_steps_for_online_networking_success-381

http://hotjobs.yahoo.com/career-articles-networking_in_the_web_2_0_world-171

http://shine.yahoo.com/channel/life/7-deadly-sins-of-networking-and-how-to-avoid-them-443310/?_ylt=ApNjCt.mMtYws05f9kHO4YRabqU5

<http://www.linkedinintelligence.com/smart-ways-to-use-linkedin/>



ACTION PLAN WORKSHEET TO STARTING A NEW JOB

Targeted Completion Date	Action Steps	Check When Completed
/ /		<input type="checkbox"/>
/ /		<input type="checkbox"/>
/ /		<input type="checkbox"/>
/ /		<input type="checkbox"/>
/ /		<input type="checkbox"/>
/ /		<input type="checkbox"/>
/ /		<input type="checkbox"/>
/ /		<input type="checkbox"/>
/ /		<input type="checkbox"/>





ACTIVITIES LOG

	Research	Networking	Employment Agencies	Ads
Monday				
_ / _ / _				
Tuesday				
_ / _ / _				
Wednesday				
_ / _ / _				
Thursday				
_ / _ / _				
Friday				
_ / _ / _				
Weekend				
Week's Time Spent	10% or Greater Yes <input type="checkbox"/> No <input type="checkbox"/>	75% or Greater Yes <input type="checkbox"/> No <input type="checkbox"/>	Less Than 5% Yes <input type="checkbox"/> No <input type="checkbox"/>	Less Than 10% Yes <input type="checkbox"/> No <input type="checkbox"/>



Stay Connected

 [LinkedIn](#)

http://www.linkedin.com/groups?gid=3363077&trk=hb_side_g

 [Facebook](#)

<https://www.facebook.com/foreignpolicyassociation?ref=hl>

 [Twitter](#)

https://twitter.com/FPA_ORG

FPA Global Job Board

www.fpa.org/jobs

FPA Events

www.fpa.org/events

Email communications@fpa.org for any questions & to be added onto our mailing list.



Seminar Sponsors



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Promotional Sponsors

