



COUNCIL *for* OPPORTUNITY *in* EDUCATION

2021 Thomas R. Wolanin Congressional Internship

Applications due: February 1, 2021

Position Summary: The Thomas R. Wolanin Congressional Internship is designed to provide individuals who are in the first-generation of their families to graduate from college with an opportunity to observe the federal policy-making process first-hand and to participate in that process.

Primary Responsibilities: Researching legislation; attending and summarizing meetings, briefings and hearings; drafting talking points and memos; and providing support to Committee staff.

Qualifications:

- Applicants must be first-generation students who have recently completed their baccalaureate degree;
- Must have participated in one of the Federal TRIO Programs at either the pre-collegiate or undergraduate level;
- A keen interest in public policy and the desire to work towards expanded college opportunity;
- Strong written and oral communication skills;
- Ability to work in a fast-paced environment;
- Strong critical thinking and problem-solving skills;
- Ability to work both independently and collaboratively; and
- Strong computer skills including proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook).

Stipend: This is a full-time position, ranging from 4-1/2 to six months. A stipend of \$2,700 per month, plus round-trip travel to and from Washington, DC and a housing allowance is provided. Costs for any post-internship presentations regarding the experience would also be covered.

Timing of the Internship: The timing of the Internship may vary from year to year depending on the Congressional calendar and the Intern's availability. Prior to placement in a Congressional Office, the Intern would spend three to four weeks at the Council for Opportunity in Education to receive an introduction to the policy process. At the conclusion of the Internship, the Intern would be expected to complete a written summary of the experience and make one or more presentations to TRIO educators or students about the Internship.

Application Process:

- Each candidate for the Wolanin internship must be nominated by a staff member of a TRIO program;
- The candidate must also submit a letter explaining his/her interest in policy and in the internship, transcripts, and a letter of support from a faculty member.
- Applications are due by February 1, 2021; applicants will be notified of their status by April 15, 2021. The scheduling of the internship will be finalized at that time. COE is responsible for securing the internship placement.
- Applications may be downloaded from [INSERT WEBPAGE HERE]. For questions, please contact Holly Hexter at holly.hexter@coenet.org or 202-347-7430.

The Council for Opportunity in Education (COE) is a nonprofit organization whose membership includes more than 1,000 colleges and community-based organization with a particular commitment to expanding college opportunity. COE, which was incorporated in 1981, is the only national organization with affiliates in all 50 states, the Caribbean and Pacific Islands focused on assuring that low-income and first-generation students have a realistic chance to prepare for, enter and graduate from college.



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