

Research & Policy Intern

Global Zero is looking for a dependable, enthusiastic research and policy intern to provide administrative and research support in our Washington, DC office. This is a 6-month internship with opportunity for extension.

The Job

In this position, you'll report to the Research and Policy Associate on a range of projects relating to nuclear nonproliferation, risk reduction, and disarmament. This role is ideal for a curious self-starter who can adapt quickly to changing circumstances and shifting priorities. You will bring to the table prior research experience, high attention to detail, and strong communication skills. This is a terrific opportunity for paid hands-on experience at the intersection of foreign policy, advocacy and culture shift.

The research & policy intern will be responsible for the following key activities:

- **Research:** Provide ongoing research support to mid- and senior-level staff, including briefings on a variety of nuclear weapons-related issues and Global Zero initiatives, and respond to time-sensitive requests for information or analysis for use in articles, reports, and other publications.
- **Issue Tracking:** Closely monitor nuclear weapons-related news, events, legislation, and government statements.
- **Content Development:** Draft clear, concise and engaging content for the Global Zero blog that translates complex nuclear weapons issues into easily digestible terms for the general public.
- **Records Management:** Update and maintain database/information systems, utilize CRM, track communications and record online donations.
- **Admin/Logistics:** Provide ongoing administrative support, including scheduling, travel arrangements, and event planning.

You

- Have an academic background in nuclear weapons and/or international affairs;
- Are intellectually curious by nature and have a knack for solving puzzles;
- Are highly organized and occasionally (OK, frequently) described by your peers as “a tiny bit obsessive” about details;
- Can communicate clearly and aren't afraid to ask questions;
- Can multitask like a boss and keep cool under pressure;
- Aren't spiritually crushed by data entry; and
- Willing to sit back seat middle if necessary and carry at least 35-pound buckets of campaign chum.

The Setup

- Full-time position with generally humane but occasionally intense hours, including some evenings and weekends;
- \$2,000 monthly pay;
- Earnest, talented, compassionate colleagues to dig in with and learn from; and
- Free, endless, high-octane cold brew coffee.

Bonus!

Do you have other skills that we should know about? Here are a few things we think are great but not required:

- Familiarity with Salesforce, Wordpress and/or Action Network;
- Russian or Mandarin language proficiency; and, finally,
- Dominate at Mario Kart.

To Apply

Global Zero is a high-profile international organization with a scrappy team that consistently punches above its weight. That means every hire we make has to be outstanding. If that's you, please send a cover letter, resume and writing sample to work@globalzero.org with "Research & Policy Intern" in the subject line.

We're committed to building a diverse and inclusive movement and recognize that's impossible without first building a diverse and inclusive team. We welcome applications from all, and especially encourage women, people of color, people with disabilities, immigrants, refugees and LGBTQ people to apply.

We can't wait to hear from you!