



Employer Guide

Graduate Career and Internship Fair

March 4, 2008

Sponsored by:

School of Public Policy

&

*The Institute for Conflict Analysis and
Resolution*

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jshedd@gmu.edu

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Index of Employers

Amnesty International USA.....	1
Arlington County, Virginia.....	1
Arlington Economic Development.....	2
Center for American Progress.....	2
Center for Global Education.....	2
Center for Medicare and Medicaid Services (CMS).....	3
Congressional Black Caucus Foundation.....	3
Congressional Budget Office (CBO).....	3
Counterpart International.....	4
Department of the Navy.....	4
Development Alternatives, Inc.....	5
DFI International.....	5
Federal Aviation Administration.....	5
Federal Bureau of Investigation (FBI).....	6
Global Strategies Group.....	6
International Peace Operations Association.....	6
Missile Defense Agency (MDA).....	7
National Democratic Institute for International Affairs.....	7
Northern Virginia Mediation Service.....	8
Peace Corps.....	8
Social Security Administration, Office of Central Operations.....	8
Social Security Administration, Philadelphia Region Field Office.....	9
Strategic Analysis, Inc.....	9
The Fund for Peace.....	9
The National Institutes of Health (NIH).....	10
U.S. Agency for International Development (USAID).....	10
U.S. Civilian Research & Development Foundation.....	11
U.S. Department of Commerce.....	11
U.S. Department of Health and Human Services.....	12
U.S. Department of Housing and Urban Development (HUD).....	12
U.S. Department of State.....	13
U.S. Immigration and Customs Enforcement (ICE).....	13
U.S. Department of Transportation.....	13
Federal Bureau of Investigation.....	14
Pact.....	14

American Federation of Teachers

The American Federation of Teachers is a 1.4 million member labor union chartered in 1916 by the AFL-CIO. The base of our membership is in the public schools (preK-12 systems, colleges and universities) where the AFT represents teachers, school support staff, college faculty and professional staff. The AFT has added an average of 28,000 members every year since 1985. Our recent and most active growth has been in the areas of state and local government employees, and in our division for nurses and health professionals. AFT is recruiting for internships and permanent positions in our organizing, higher education, public affairs and legislation departments.

Ms. Jodie Fingland
Assistant Director
555 New Jersey Avenue NW
Washington D.C., 20754
Email: jfinglan@aft.org
Web: <http://www.aft.org>
Positions recruited: Full-time/Internship
Is US citizenship required? NO

Amnesty International USA

Amnesty International is a human rights non-profit organization that undertakes research and action focused on ending and preventing human rights abuses around the world. The Washington, DC office of AIUSA offers 35 internships in 17 different programs during the spring, summer and fall semesters. Internships are available in the following programs: Campaigns, Child Soldiers & Arms Transfers, Communications, Country Specialists, Crisis Prevention & Response, Denounce Torture, Domestic USA Program, Government Relations, Human Resources, Mid-Atlantic Regional Office, National Student & Youth Program, National Training, New Media, Office Administration, On-Campus Film Festival, Program to Abolish the Death Penalty, Refugee, Urgent Action. For more information on these programs, visit www.amnestyusa.org/activism/internships.do.

Ms. Alison Collins
Internship Coordinator
600 Pennsylvania Avenue SE
5th Floor
Washington, DC 20003
Email: acollins@aiusa.org
Web: <http://www.amnestyusa.org>
Positions recruited: Internships
Is US citizenship required? NO

Arlington Economic Development and Arlington County Government

Arlington Economic Development (AED) is the department of Arlington County Government which is dedicated to the preservation and enhancement of an economically vital, competitive, and sustainable community by providing aggressive leadership and superior services to the commercial, visitors and housing development sectors of Arlington's economy.

AED is comprised of the following operating groups:

Business Investment Group

The Real Estate Development Group

The Arlington Convention & Visitors Service

Mr. Mike Goodrich
Director of Administration
1100 N. Glebe Road
Suite 1500
Arlington, VA 22201
Email: mgoodrich@arlingtonva.us
Web: www.arlingtonvirginiausa.com
Positions recruited: Internships
Is US citizenship required? No

Association Global Services

Formed in 2000, Association Global Services (AGS) provides quality professional management and consulting services to international trade and professional associations, world-wide. Industries are becoming more complex and global. The organizations that support these industries need to change accordingly. But facilitating that change is difficult. AGS offers a number of services to find solutions to these issues. From acting as their staff in international locations to offering strategic consulting services, our unique people and approach helps these groups achieve their goals.

Brian Gorg
Director of Business Development
1400 I St. NW #1050
Washington, D.C. 20005
E-mail: b.gorg@agshq.com
Web: <http://www.agshq.com>
Positions recruited: Full-Time, Part-Time, Internship
Is US citizenship required? No

Boat People, SOS Inc.

Formed in 1980, Boat People SOS (BPSOS) was based in San Diego, California and conducted many join rescue-at-sea missions with international organizations. Our mission is to assist Vietnamese refugees and immigrants in their search for a life in liberty and dignity; by empowering, equipping and organizing Vietnamese American communities in their progress toward self-sufficiency.

Janet Sullivan
Human Resources Manager
Boat People, SOS Inc.
Email: janet.sullivan@bpsos.org
Web: <http://www.bpsos.org/>
Positions recruited: Full-Time, Part-Time, Internship
Is US citizenship required? Yes

Center for American Progress

The Aaron Foundation Internship Program at the Center for American Progress: The goal of American Progress is to inspire and educate the younger generation of progressive Americans. The Center offers full and part-time internships every summer and academic semester. All undergraduate and masters-level students and J.D. and Ph.D. candidates are eligible to apply. Successful applicants will be bright, highly motivated scholars with strong academic records and an interest and aptitude for public policy and/or political communication. Interns will be directly engaged with the Center's policy experts and will participate in a variety of activities including research, writing, and web-based projects. They will also assist staff with administrative tasks and help organize the Center's many conferences and events. You may apply for internships in these departments: Academic Affairs, Campus Progress, Communications, Development, Domestic Policy, Economic Policy, Enough, Executive/Administration, External Affairs, Fellows, National Security and International Affairs and Online Communications.

Ms. Erin Green
Intern Program Manager
1333 H St, NW
Washington, D.C. 20005
Email: egreen@americanprogress.org
Web: <http://www.americanprogress.org/>
Positions recruited: Internship
Is US citizenship required? No

Centers for Medicare & Medicaid Services

Join the team that helps ensure health care security for millions of Americans. The Centers for Medicare and Medicaid Services (CMS) works in partnership with the entire health care community to improve quality and efficiency in an evolving health care system and provides leadership in the broader health care marketplace. Our effectiveness depends on the capabilities of a dedicated, professional staff who is committed to supporting these objectives. A career with CMS offers the opportunity to get involved on important national health care issues and be part of a dynamic, fast-paced, and highly visible organization.

Ms. Marla Lazarus
Diversity Recruitment Coordinator
7500 Security Blvd.
MS C2-13-13
Baltimore, MD
Email: marla.lazarus@cms.hhs.gov
Web: <http://www.cms.hhs.gov/CareersatCMS>
Positions recruited: Internship
Is US citizenship required? Yes

Central Intelligence Agency

CIA's primary mission is to collect, evaluate, and disseminate foreign intelligence information to assist the President and senior US Government policymakers in making decisions relating to the national security. The CIA carefully selects well-qualified people in nearly all fields of study. International relations, science, engineering, economics, foreign languages, mathematics, accounting and computer specialists are but a few of the professionals continually in demand. Much of the Agency's work, like that done in academic institutions, requires research, careful evaluation, and writing of reports that end up on the desks of this nation's policymakers.

Ms. Karen McCarty
Mid-Atlantic Regional Recruiter
Recruitment Center,
Washington, D.C.
Email: karenlm@ucia.gov
Web: <http://www.cia.gov/>
Positions recruited: Full-Time, Co-op, Internship
Is US citizenship required? Yes

Children's Defense Fund

The mission of the Children's Defense Fund is to Leave No Child Behind® and to ensure every child a Healthy Start, a Head Start, a Fair Start, a Safe Start, and a Moral Start in life and successful passage to adulthood with the help of caring families and communities. CDF provides a strong, effective voice for all the children of America who cannot vote, lobby, or speak for themselves. We pay particular attention to the needs of poor and minority children and those with disabilities. CDF educates the nation about the needs of children and encourages preventive investment before they get sick or into trouble, drop out of school, or suffer family breakdown. CDF began in 1973 and is a private, nonprofit organization supported by foundations, corporation grants and individual donations. We have never taken government funds.

Ms. Kanika Magee
Director of Youth Leadership Development
25 E Street NW
Washington, DC 20001
Email: cdf_interns@childrensdefense.org
Web: <http://www.childrensdefense.org/>
Positions recruited: Internship
Is US citizenship required? No

Congressional Budget Office

The Congressional Budget Office (CBO) is a small nonpartisan federal agency that provides timely, objective economic and budgetary analysis to the Congress. We typically hire individuals with backgrounds in public policy/affairs or administration, economics or related fields. CBO also offers a Summer Internship Program geared toward graduate students in the above disciplines.

Ms. Nancy Fahey
HR Specialist
2nd & D Streets, SW
Washington, D.C. 20515
Email: jobs@cbo.gov

Deadline for applying online at www.cbo.gov/employment/intern.cfm is March 3, 2008.

Web: <http://www.cbo.gov/>
Positions recruited: Full-Time
Is US citizenship required? No

Department of Defense, Civilian Personnel Management Service

Civilian Personnel Management Service (CPMS) provides a variety of HR products and services to the defense department's civilian workforce. The Investigations and Resolutions Division of CPMS processes formal complaints of discrimination within the department by either creating a record of evidence or resolving the dispute through techniques such as mediation.

Mr. Christopher Brown
Deputy Chief, CPMS-IRD
1400 Key Boulevard, Suite B200
Arlington, VA 22209
Email: christopher.brown@cpms.osd.mil
Web: <http://www.cpms.osd.mil/>
Positions recruited: Full-time
Is US citizenship required? Yes

DeticaDFI

DeticaDFI is a specialist consultancy delivering information services, knowledge management, and tailored solutions to senior decision-makers in the US government. At the heart of the company is a commitment to supporting continued efforts worldwide to combat terrorism, reflecting the close co-operation between the governments of the United Kingdom and the United States. Reflecting the broader capabilities of its parent company, DeticaDFI is also focused on the requirements of clients in the US civil government sector, drawing on its heritage in consulting and advanced IT and technology services. The acquisition of DFI transformed the scale of Detica's US federal government operations and enhanced its access to the very highest levels of government.

Ms. Nanci Plumer
Senior Recruiter
4075 Wilson Blvd Suite 900
Arlington, VA 22203
Email: nplumer@deticadfi.com
Web: <http://www.deticadfi.com/>
Positions recruited: Full-Time
Is US citizenship required? No

Development Alternatives, Inc.

Development Alternatives, Inc. (DAI) is a global consulting firm providing economic development solutions to governments, communities, and companies with projects in developing and transitioning countries. Founded in 1970 and headquartered in the Washington,

Ms. Nicola Huns
HR Coordinator
7600 Wisconsin Avenue

D.C., area, DAI now includes companies in Brazil, South Africa, Palestine, and the United Kingdom. DAI's 2,000 employees work in 75 countries. Clients include international development agencies, international lending institutions, global corporations, and host-country governments. DAI is an equal opportunity employer.

Suite 200
Bethesda, MD 20814
Email: nicola_huns@dai.com
Web: <http://www.dai.com>
Positions recruited: Full-time, Internships
Is US citizenship required? NO

Federal Deposit Insurance Corporation

The Federal Deposit Insurance Corporation (FDIC) is an independent agency created by the Congress that maintains the stability and public confidence in the nation's financial system by insuring deposits, examining and supervising financial institutions, and managing receiverships. The FDIC and its employees have a long & continuing tradition of distinguished public service. The following six core values guide FDIC employees as they strive to fulfill the Corporation's mission and vision: Integrity, Competence, Teamwork, Effectiveness, Financial Stewardship, and Fairness. The FDIC recruits a wide-range of personnel with various expertise - e.g. legal, accounting, auditing, finance, IT, operations, economics, operations, HR, training & education, administrative, etc.

Mr. Michael Parrell
Training Coordinator - Program Manager
3501 Fairfax Drive
Arlington, VA 22226-3500
Email: mparrell@fdic.gov
Web: <http://www.fdic.gov/>
Positions recruited: Co-op, Internship
Is US citizenship required? No

Intelligent Technologies Inc.

Intelligent Technologies Incorporated (ITI) was founded in 2002 as an information technology and telecommunications company providing information technology, information security, and systems integration products and services to government and commercial customers.

Mr. Rob Zamani
President
4031 University Drive, Suite 200
Fairfax, VA 22030
Email: rob.zamani@iti-na.com
Web: <http://www.iti-na.com/>
Positions recruited: Full-Time, Part-Time, Internship
Is US citizenship required? No

Northern Virginia Mediation Service

Northern Virginia Mediation Service is a non-profit center in Fairfax VA that has been offering conflict resolution services and training workshops since 1988. NVMS provides the entire community with accessible, affordable and appropriate conflict resolution and education services. We help people find collaborative approaches to achieve acceptable and enduring outcomes.

Ms. Lauren Donovan
Administrative Services Manager
4260 Chain Bridge Road Suite A-2
Fairfax, VA 22030
Email: communitymediation@nvms.us
Web: <http://www.nvms.us/>
Positions recruited: Internship
Is US citizenship required? No

Northrop Grumman Corporation

Northrop Grumman Corporation is a \$32 billion global defense and technology company whose 120,000 employees provide innovative systems, products, and solutions in information and services, electronics, aerospace and shipbuilding to government and commercial customers worldwide.

Mr. Nathan Krajewski
Staffing Specialist, University Relation
7575 Colshire Drive
McLean, VA 22102
Email: nathan.krajewski@ngc.com
Web: <http://www.northropgrumman.com>
Positions recruited: Full-Time
Is US citizenship required? No

Social Security Administration, Field Office

Social Security is a program through which more than 90 percent of working Americans are building protection for themselves and their families against the reduction of income that comes from retirement, disability or death. Because millions of Americans depend on the Social security program, we are always looking for qualified people to help us accomplish our mission of serving the public's Social security needs. Of the many jobs SSA has to offer, a substantial number fall into the category of jobs referred to as public contact positions. Service Representative and Claims Representatives are in this category.

Ms. Beverly Anderson
District Manager
6110 Allentown Rd
Suitland, MD 20746
Email: Beverly.anderson@ssa.gov
Web: <http://www.socialsecurity.gov/>
Positions recruited: Full-Time
Is US citizenship required? Yes

Social Security Administration, Office of Central Operations

The Office of Central Operations (OCO) is the fourth largest component in the Social Security Administration (SSA). There are more than 5,000 employees in our organization. Our employees are dedicated to delivering Social Security benefits and services to the general public in a timely, accurate and courteous manner.

We are a high-performing organization and a cohesive community. We embrace and value open communication, teamwork and diversity. We enhance the quality of our work through innovation and creativity.

Ms. Petra Stanton
Program Manager (Recruitment)
1500 Woodlawn Drive
Room 1340 Security West Bldg
Baltimore, MD 21241
Email: petra.stanton@ssa.gov
Web: <http://www.socialsecurity.gov/careers>
Positions recruited: Full-time
Is US citizenship required? Yes

U.S. Agency for International Development

USAID is an independent federal government agency that receives overall foreign policy guidance from the Secretary of State. Our work supports long-term and equitable economic growth and advances U.S. foreign policy objectives by supporting: economic growth, agriculture and trade; global health; and, democracy, conflict prevention and humanitarian assistance.

Mr. Creighton Lee, Jr
Coordinator of Outreach and Marketing
1300 Pennsylvania Ave., N.W.
Washington, D.C. 20523
Email: clee@usaid.gov
Web: <http://www.usaid.gov>
Positions recruited: Full-Time, Part-Time, Co-op, Internship
Is US citizenship required? Yes

U.S. Department of Commerce, International Trade Administration

ITA's mission is to create prosperity by strengthening the competitiveness of U.S. industry, promoting trade and investment, and ensuring fair trade and compliance with trade laws and agreements. Trade.gov provides you access to ITA's valuable information and services regarding U.S. international trade policy. For those businesses wanting to expand their export markets, visit the U.S. Government Export Portal, export.gov.

Ms. Vidya Kori
International Economist
1401 Constitution Avenue, NW
Washington, D.C. 20230
Email: vidya.kori@mail.doc.gov
Web: <http://www.trade.gov>
Positions recruited: Internship
Is US citizenship required? Yes

U.S. Department of Housing & Urban Development

Ms. Judy Mize
Intern Coordinator
451 7th Street, SW
Washington, D.C. 20410
Email: Judy.L.Mize@hud.gov
Web: <http://www.hud.gov/cr>
Positions recruited: Internship
Is US citizenship required? Yes

U.S. Department of State

The United States has engaged in diplomatic activity since before its inception. Over the years, as diplomacy has evolved, so has the U.S. Department of State. Today, our professionals are among the most respected in the world.

Ms. Ramona Harper
2401 E St NW
Washington, D.C. 20522
Email: harperrp@state.gov
Web: <http://careers.state.gov>
Positions recruited: Full-Time, Co-op, Internship
Is US citizenship required? Yes

U.S. Department of Transportation

Ms. Juli Huynh
Corporate Recruitment Manager
1200 New Jersey Ave SE
Washington, DC 20590
Email: julihuynh@dot.gov
Web: <http://careers.dot.gov>
Positions recruited: Full-Time, Co-op, Internship
Is US citizenship required? Yes

U.S. DOT/Office of Inspector General

The Office of Inspector General works within the Department of Transportation to promote effectiveness and head off, or stop, waste, fraud and abuse in departmental programs. We do this through audits and investigations. OIG also consults with the Congress about programs in progress and proposed new laws and regulations. The Inspector General is committed to

Mr. Mitchell Behm
Program Director
1200 New Jersey Avenue, S.E.
Washington, D.C. 20590
Email: Mitchell.Behm@oig.dot.gov

fulfilling its statutory mission and assisting Members of Congress, the Secretary, and senior department officials in achieving a safe, efficient, and effective transportation system that meets vital national interests and enhances the quality of life of the American people, today, and into the future.

Web: <http://www.oig.dot.gov>
Positions recruited: Full-time
Is US citizenship required? Yes

U.S. Environmental Protection Agency, National Center for Environmental Innovation

The National Center for Environmental Innovation (NCEI); located in the Office of Policy, Economics and Innovation (OPEI), promotes new ways to achieve better environmental results. Working with EPA programs and with states, businesses and communities, the Center seeks to solve challenging environmental problems through new ideas, creative partnerships, and sound analysis. To foster creative problem-solving, NCEI: (1) provides a testing ground for innovative ideas that advance environmental protection; (2) assists EPA's national programs and regions in adopting innovative approaches; and (3) supports improved environmental performance in business; communities; state, tribal and local governments. For more information on NCEI please look at the following resources: <http://www.epa.gov/innovation.htm> and in particular, please read <http://www.epa.gov/opei/strategy/>

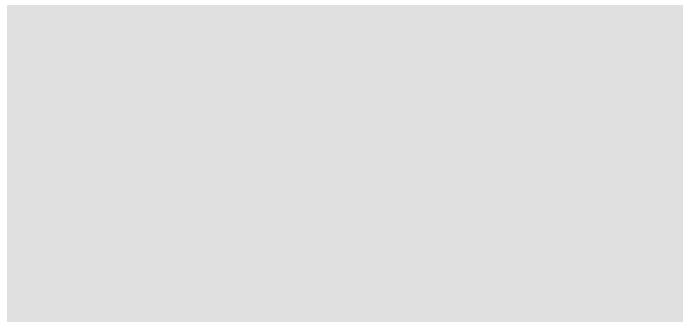
Mr. Chris Reed
Environmental Protection Specialist
1200 Pennsylvania Ave, NW (1807T)
Washington, DC 20005
Email: reed.chris@epa.gov
Web: <http://www.epa.gov/innovation>
Positions recruited: Internship
Is US citizenship required? Yes

U.S. Environmental Protection Agency, Office of the Inspector General/Office of Program Evaluation

The Office of Program Evaluation (OPE) in the Office of the Inspector General (OIG) at the Environmental Protection Agency (EPA) manages, coordinates, and has overall responsibility for designing and implementing evaluations of EPA programs. OPE develops multi-office, multi-agency program evaluation plans; coordinates the execution of these evaluations; synthesizes findings from these reviews; and provides for the timeliness, tone, quality, and objective review of the resulting reports. OPE evaluations maximize innovation, identify new issues, and focus on increased understanding of EPA programs. The OIG is an independent office within EPA that helps EPA protect the environment in a more efficient and cost

Ms. Elizabeth Grossman
Deputy AIG for Program Evaluation
1200 Pennsylvania Ave, NW
Washington, D.C. 20460
Email: grossman.elizabeth@epa.gov
Web: <http://www.epa.gov/oig/>
Positions recruited: Full-time
Is US citizenship required? Yes

effective manner. Our staff performs audits, evaluations, and investigations of EPA and its contractors to improve EPA operations and to prevent and detect fraud, waste, and abuse. We strive to be a catalyst for improving the environment by helping the Agency operate more economically, effectively, and efficiently, thereby contributing to improved environmental quality and human health.



U.S. Department of Health and Human Services

The Emerging Leaders Program is designed to recruit high-potential employees for future leadership roles. To ensure that each intern acquires the competencies to become a successful leader, the training curriculum has been developed around the federal Executive Core Qualifications and the DHHS Leadership Competencies. This fantastic opportunity will include exposure to a number of Federal Programs that HHS oversees, and an opportunity to work on issues that are on the fore front of our nations needs. This two-year program is intended for the best and brightest Masters level graduates, and Bachelor's (with qualifying work experience) who are eager to make a contribution to the Department. This challenging program provides training in departmental core competencies, multiple job rotations to gain familiarity with people and programs across HHS, assignment of mentors to provide career development advice and support, and training in specific technical competencies based on your chosen career path. Through programs designed specifically for the Emerging Leaders Program curriculum, you will meet and learn from government directors and researchers, and policy experts. You will have opportunities, which are unique in nature and offered only to participants of this program. This training is then expanded into a full-time opportunity, commensurate at the (GS-9) into one of the 5 career paths you have originally chosen: scientific, public health, information technology, social science and administrative.

Ms. Mya Frye
HR Specialist
RHRC – Strategic Recruitment
5700 Fishers Lane
Room 17-12
Rockville, MD 20857
Email: mya.frye@hhs.gov
Web: <http://hhsu.learning.hhs.gov/elp/>
Positions recruited: Full-time, Internships
Is US citizenship required? YES

U.S. Department of Housing and Urban Development (HUD)

The Renewal Community and Empowerment Zone Initiative represent a unique economic revitalization and job creation strategy for America. Through tax incentives, Federal grants, and partnerships with government, for-profit and non-profit entities, the Initiative strives to create business opportunities and jobs in the most economically distressed areas of inner cities and the rural heartland.

Ms. Judy Mize
Intern Recruiter
Office of Community Renewal
451 7th Street SW
Room 7130
Washington, DC 20410
Email: judy_mize@hud.gov
Web: <http://www.hud.gov/cr>
Positions recruited: Internships
Is US citizenship required? YES

U.S. Department of State

Careers Representing America: The U.S. Department of State is the lead U.S. foreign affairs agency. The mission of diplomacy begins in Washington, DC, where Foreign Service, Civil Service, and student employees are hired to work at our offices in the United States and at nearly 265 posts abroad. Join us in helping to shape a freer, more secure and prosperous world as we formulate, represent, and implement, foreign policy.

Mr. Aurelia Brazeal
Ambassador
2218 6th Street NW
Washington, DC 20059
Email: abrazeal@howard.edu
Web: <http://careers.state.gov/general/campus>
Positions recruited: Full-time, Part-time, Co-op, Internships
Is US citizenship required? YES

U.S. Immigration and Customs Enforcement (ICE)

U.S. Immigration and Customs Enforcement (ICE) was established in March 2003 as the largest investigative arm of the Department of Homeland Security charged with protecting America and upholding public safety by targeting the people, money, and materials that support terrorist and criminal activities. ICE's responsibilities include addressing the illegal immigration problem facing our nation through its primary duties: interior immigration enforcement and investigations, and the detention and removal of illegal immigrants. In addition to our primary duties, ICE also investigates human smuggling and trafficking, identity and benefits fraud, worksite enforcement, arms and strategic technology cases, etc. By combining its unique immigration and customs expertise, ICE harnesses all available human and technological resources to respond to threats and address vulnerabilities in homeland security.

Ms. Alisha Earle
ICE College Relations Program Manager
425 I Street NW
Room 7021
Washington, DC 20536
Email: alisha.earle@dhs.gov
Web: <http://www.ice.gov>

Positions recruited: Full-time, Internships
Is US citizenship required? YES

U.S. Department of Transportation

U.S. Department of Transportation: Get Your Career in Motion. Come on board with us and take a journey that will challenge your mind and develop your career. The quality of our lives, the shape of our communities and the productivity of our nation's economy depend on our transportation systems.

Ms. Juli Huynh
Corporate Recruitment Manager
400 Seventh Street SW
Suite 7411
Washington, DC 20590
Email: juli.huynh@dot.gov
Web: <http://www.dot.gov>
Positions recruited: Full-time, Co-op, Internships
Is US citizenship required? YES

Federal Bureau of Investigation

The Federal Bureau of Investigation (FBI) is a law enforcement and domestic intelligence agency charged with protecting and defending the United States against terrorist and foreign intelligence threats; upholding and enforcing the criminal laws of the United States; and providing leadership and criminal justice services to federal, state, municipal, and international agencies and partners.

Mr. Randolph Scott
Special Agent
601 4th St NW
Washington, D.C. 20535
Email: randolph.scott@ic.fbi.gov
Web: <http://www.fbijobs.gov>
Positions recruited: Full-Time, Internship
Is US citizenship required? Yes

Pact

Pact's mission is to build empowered communities, effective governments and responsible private institutions that give people an opportunity for a better life. We do this by strengthening the capacity of organizations and institutions to be good service providers, represent their stakeholders, network with others for learning and knowledge sharing, and advocate for social, economic and environmental justice. Interdependence, responsible stewardship, inclusion of vulnerable groups, and respect for local ownership and knowledge are core values across all of our programs.

Ms. Katy Sowa
Recruitment Officer
1200 18th St NW
Suite 350
Washington D.C., 20036
Email: ksowa@pacthq.org
Web: <http://www.pactworld.org>
Positions recruited: Full-Time
Is US citizenship required? No